

TAVISTOCK HERITAGE CONSULTATIVE FORUM

Minutes of Meeting

2.30pm Thursday 21st September 2017, Tavistock Town Council Chamber

Present:

Lesley Garlick (LG)	Devon County Council
Carl Hearn (CH)	Tavistock Town Council
Alex Mettler (AM)	Tavistock & District Local History Society
Geri Parlby (GeP)	Heritage Helpers
Martin Searle (MS)	THI Project Manager
Cllr Harry Smith (HS)	Tavistock Town Council
Wayne Southall (WS)	Tavistock Town Council
Sue Spackman (SS)	Devon Historic Buildings Trust
Tom Young (TY)	Tavistock Museum

Apologies:

Annette Baskerville-Smith (ABS)	Tavistock Chamber of Commerce
Deborah Boden (DB)	Cornwall and West Devon Mining Heritage Landscape WHS
Simon Dell (SD)	Tavistock Subscription Library
Barry Gamble (BG)	WHS Advisor
Robert Plumb (RP)	Tamar Community Trust / Tamar Valley AONB
Christopher Kirwin (CK)	Tavi Network
Graham Parker (GrP)	Tavistock Neighbourhood Plan
Cllr Philip Sanders (PS)	West Devon Borough Council
Cllr Debo Sellis (DS)	Devon County Council
John Taylor (JT)	Tavistock Forward
Andrew Thompson (AT)	TH Development Officer / Consultant

Other Members not in attendance:

Tristan Forster	Tavistock College
Bill Horner	Devon County Council
Trevor Humphreys	DPC Guildhall Project
Graham Lawrence	West Devon Borough Council
Paul Williamson	Tavistock Business Association
Corinna Woodall	Tamar Valley AONB

Observer

Tom Graham	THT Trustee
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No.	Item	Action
1.	Introduction and Apologies i) Without a Chair and apologies from the Vice Chair, CH took an Acting Chair position. ii) Those present were welcomed to the meeting and the apologies list accepted.	
2.	Appointment of Chair i) SS is standing down as Chair of THT at the AGM on 26 th September. ii) CH invited nominations for Chair of Forum and reported that PS would be happy to stand; he was proposed as Chair by SS and seconded by HS. iii) There were no nominations for Vice Chair and this was deferred to a future meeting for all to consider. There is an informal arrangement that this position should be from the heritage sector as the Chair is a local authority representative. iv) It was agreed that CH should continue as acting Chair for this meeting.	PS ALL
3.	Minutes and Matters Arising from Meeting of 22nd June 2017 Minutes were agreed as a true and accurate record. Matters Arising not covered on agenda:	

	<ul style="list-style-type: none"> i) TY queried feasibility of Guildhall achieving, and the town accommodating, an additional 40,000 visitors per annum when the Museum only has 7,000. It was explained the figure was based on existing visitors to the town. If this target is not met it will affect revenue forecasts. ii) Concern was expressed at the lack of proper footfall numbers for the town and it was felt that the BID should be undertaking this as part of their Development Planning. WDBC had done some reports in the past and the Chamber should also have data. 	
<p>3.</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>	<p>THI Update MS spoke to the Traffic Light report previously circulated and highlighted the key points:</p> <p>Critical Projects</p> <ul style="list-style-type: none"> i) Butchers Hall is getting close to being able to be used again; the internal works should be complete in December. A Market Development Officer has been appointed. ii) Pannier Market was considered by the Grants Panel with a recommendation for approval. A start should be made on site in January. <p>Priority projects</p> <ul style="list-style-type: none"> i) 2, Market Street and 10 West Street have been recommended for approval by the Grants Panel; the former should be starting on site in October. ii) 9 West Street scheme has been prepared and tendered ready for a THI application; an application for 3 Market Street is expected by December. 81 West Street is also under preparation. iii) Kingdom House is seeking match funding for GD LEAF and other sources and costs are being firmed up. iv) The physical works for 1 Church Lane are complete and the final claim is being progressed. <p>Public Realm</p> <ul style="list-style-type: none"> i) Plans received from DCC for re-surfacing Market Street but relates only to statutory provision and insufficient heritage assets in the scheme to be eligible for HLF support. HLF could support items like reduction of clutter, signage removal, or additional costs associated with traditional materials. The Project Management Board PMB agreed that if no commitment by March 18 then this ring-fenced budget will need to be re-allocated. Discussions are on-going and suggestions for alternative treatments and/or replacement of inappropriate items are welcomed if they will be acceptable to the highway authority. MS to let SS have copy of proposals and to get costing from DCC on what 'extra-over' costs would be. <p>Complementary Projects</p> <ul style="list-style-type: none"> i) MS spoken with SS and Jo Butler and there is good potential for collaboration on a number of initiatives eg walking tours and heritage events. The THI Open day had to be cancelled, as the craftsmen were unavailable on the date. SS suggested holding a series of clinics with conservation specialists in 2018. <p>Discussion / Questions</p> <ul style="list-style-type: none"> i) The status of 1 Church Lane was queried and whether a possible Court case might have implications. MS confirmed that financial claims for the project are almost complete. ii) There is £1,000 in budget for Heritage Open days which appears to be largely unspent. The THI has participated previously but this year Butchers Hall was not in the Programme. The THI is able to help with things like signage etc. iii) The individual running the Energy Efficiency project at Bedford Cottages is using his own money, without help from the THI. A written proposal was eventually received but was too similar to a project in the Camborne THI and HLF recommended redrafting emphasising the differences. MS to discuss this further. 	<p>MS</p> <p>MS</p>
<p>4.</p>	<p>Guildhall Project Update – Capital Works</p> <ul style="list-style-type: none"> i) TTC will need to take out loan to cover the shortfall in funding. It was suggested that 	

	HE's Buildings at Risk programme might help fund repairs to the external fabric if these works could be considered separately. SS will give CH the contact name at EH.	SS
5.	<p>HLF Submission Progress</p> <p>i) The Application has been submitted and can be viewed on the 'Initiatives' section of TTC website. Awaiting details of the HLF visit, which will probably take place in November before a decision in December.</p>	
6.	<p>Tavistock Heritage Trust Progress</p> <p>i) The AGM is to be held on Tuesday 26th September; there will initially be nine Trustees. Confirmation has been received from HMRC that THT is eligible for Gift Aid.</p> <p>ii) Discussions are ongoing re a lease or other arrangement with TTC for the building. Also investigating funding for use of Court Gate as a Visitor Information Point and Jo Butler is trying to get business support.</p> <p>iii) The website is now live and includes the programme of events and activities demonstrating the Trust's aims and objectives.</p> <p>iv) THT is beginning to receive funding from a number of sources including £1800 grant from the WHS towards set-up costs (this is in addition to the £10k WHS match funding over two years for the Guildhall project).</p> <p>v) GeP reported on the Heritage Helpers. She is working with Jo Butler and looking at a number of heritage courses as a fund-raising initiative. She is also reaching out to the community for long-term volunteers. GeP has put herself forward as a Trustee and is also working closely with MS.</p>	
7.	<p>Tavistock Heritage Advisory Forum Role</p> <p>i) The Review of the Terms of Reference for the Forum will be deferred until after the decision on the HLF application. The Forum will only function if there is continued interest from the whole heritage community.</p>	
8.	<p>Heritage Related Events</p> <p>i) MS reported that there will be a THI Lecture Evening on 2nd November in the Town Hall which will include a talk from Ben Dancer on the THI buildings. Publicity will be circulated shortly.</p> <p>ii) All events are now on the Trust website.</p>	ALL
9.	<p>Any Other Business</p> <p>i) On behalf of all members, many thanks were expressed to SS for chairing of the meetings of the Forum and also to SS, PS and AM for taking the Trust forward.</p>	
10.	<p>Date of Next Meeting</p> <p>2.30pm Thursday 14th December – unless one is needed earlier.</p>	ALL