

Notes of **WHAT'S IN STORE PROJECT BOARD** held on **TUESDAY 24<sup>th</sup> SEPTEMBER 2024** at 10:00 in the St Leonards Room, Newton's Place.

In attendance:	Mike Ryan (MR)	Chairperson (presiding), NATC Councillor
	Charlotte Dixon (CD)	Curator
	Phil Rowe (PR)	Town Clerk
	Nigel Canham (NC)	Communications Advisor
	Kate Green (KG)	Community Engagement Consultant
	Linda McGuirk (LM)	Principal Administrator
	Colin Parker (CP)	NATC Councillor
	Helen Smith (HS)	Project Coordinator
	Gwen Jennings (GJ)	Vice Chair, NATC Councillor/Museum Volunteer
	Alandra Elendill (AE)	Museum Volunteer
	Emily Farrell (EF)	Newton Abbot Community Interest Company

**1. ELECTION OF CHAIRPERSON OF MUSEUM STORE EXTENSION PROJECT BOARD 2024/2025**

Nominations were received for the election of the Chairperson of the What's In Store Project Board for the year 2024/2025.

Accordingly, it was:

**RESOLVED** that Councillor Mike Ryan be elected Chairperson of the What's In Store Project Board for the year 2024/2025.

**2. APOLOGIES**

Apologies were received on behalf of Samantha Scott, Deputy Town Clerk.

Cllr P Bullivant did not attend.

**3. APPOINTMENT OF VICE CHAIRPERSON OF MUSEUM STORE EXTENSION PROJECT BOARD 2024/2025**

Nominations were received for the appointment of the Vice Chairperson of the What's In Store Project Board for the year 2024/2025.

Accordingly, it was:

**RESOLVED** that Councillor Gwen Jennings be elected Vice Chairperson of the What's In Store Project Board for the year 2024/2025.

**4. TERMS OF REFERENCE**

a) The Board gave due consideration to the Terms of Reference for the Project Board, circulated prior to the meeting.

Accordingly, it was:

**RESOLVED** that the Terms of Reference for the What's In Store Project Board be hereby, approved and adopted subject to the following minor amendments:

- Point (6) A quorum shall be at least 6 members of the board.
- Inclusion of an additional point (10) That the Project Board provides regular progress reports to the Town Council, as required.

b) **CD** reminded members of the purpose of the project board and the role of its members.

## 5. PROJECT NAME

**CD** advised Members of the requirement to have a name for both the project and the building. Members **agreed** to retain the current 'What's In Store' project name and will give consideration to the final building name as the project progresses.

## 6. PROJECT UPDATES

a) **CD** gave a brief explanation of roles and responsibilities; it was noted that Katie Petley-Jones will be acting as Curator one day a week to allow CD to focus on the project. The Project Coordinator, Helen Smith gave an overview of her background and experience and her role within the project. Members welcomed Helen.

**KG** reported on her previous experience working on the Newton's Place project and her role within the current What's In Store project.

b) **CD** gave a summary of the project and reported on why it is necessary to expand the stores due to poor access, unable to offer behind the scenes tours which increases how often objects are moved, lack of storage space including resulting in lease of additional off-site storage and an unstable environment to protect objects. The new project will incorporate resolving the poor environmental conditions in the existing store.

**KG** reported on the application process and funding. The project is carried out in two phases 1. Development phase and 2. Delivery phase. The development phase will be complete by the end of April 2025 (June 2025 is the final deadline). During the development phase KG has been working with community groups to raise the profile of the project.

c) The group considered the visualisation images, as previously circulated and were informed of a change to access ramp which has been moved from the rear of Newton's Place to provide direct front access to the new store and community space.

The group were advised that due to the project timescales and the relocation of the ramp a new planning application will need to be submitted. It was noted there has been a change of personnel at the Local Planning Authority and a new Conservation Officer is now in post. Members considered the contemporary appearance of the design and considered alternative options.

Concerns were raised about negative feedback received from the public during consultation sessions and ongoing maintenance of the reflective material. A new planning application will provide an opportunity to change the design. **PR** advised the project board must have a strong view on the design to drive the project forward.

**PR** reported on potential opportunities to relocate the council offices and provide additional community/exhibition space which would enable the What's In Store project to expand slightly. It was **agreed** to seek guidance from the Conservation Officer on the design and an increase in scale.

- d) **KG** reported on the community engagement to date, which has included tours, talks, demonstrations, workshops, activities and training. Sharing plans and information on the project with identified groups including WI Groups, Memory Cafes, Special Interest Groups, Schools, Youth Clubs, Museum Groups and 7 local Museums. Members suggested Newton Abbot Youth Council and Community Sheds. New visualisation boards are currently being produced to aid the consultation process.
- e) **CD** reported on the development costs, as shared prior to the meeting. It was noted that the Heritage Lottery Funding would support the cost of employment for the Community Engagement Officer. **NC** will be overseeing the marketing aspect of the project under his consultancy role with the Town Council which has enable funds to be allocated to other areas including an architect.
- f) Members considered the delivery phase timetable, **CD** advised the project is on track, there is a slight delay due to the resubmission of the Planning application and production of new visuals. **CD** advised the delivery phase timetable is subject to change with the delivery phase due to start in November 2025. The build will commence in April 2026 with predicted completion in November 2026.

## 7. **NEXT STEPS**

Establish a communications strategy.

## 8. **DATE OF NEXT MEETING**

Tuesday 3<sup>rd</sup> December 2024

Meeting closed at: 11:50 am.