

THE WHITCHURCH WATERWAY TRUST

www.whitchurchwaterway.uk

Company No : 02280683 Charity Commission No : 701050



MINUTES of a Committee Meeting held on 20Apr2016 at the Dodington Lodge Hotel

Present: Helen Brockman (Secretary and IWA)
Joan Crump
Ray Hatton
Sam Hine (Funding Consultant)
Peggy Mullock (Shropshire Council)
Dave Smith
Bob Sumner
David Torrens
Howard Worth (IWA Honorary Consultant Engineer)

As the Chairman was not present, it was agreed that RH would chair the meeting. A list by SH (ItemsNeededFortheEAFRDFullApplicationEMailfromSamHine20Apr2016.pdf) of items which would be needed for the full EAFRD Funding Application was circulated to the meeting and a summary of the meeting DS had had with Dave Lamb of Platt White on 19Apr2016 (Meeting with Dave Lamb 19 April 2016.doc) had previously been circulated shortly before the meeting to WWT members.

1) Apologies for Absence

Bill Young, Wendy Capelle

2) Minutes of the Previous Meeting

Were signed by the Chair

3) Matters Arising from that Meeting

None

4) EAFRD Full Funding Application (Submit by 24Jun2016, decision is not expected before Sep 2016)

(These items were discussed in a different order to that below, in order to discuss first e)ii), e)iii, e)iv) and e)vii) because those items were most relevant to PM who could only stay for 30mins and because it was felt that it would be more effective to discuss item c) before the other remaining items.)

a) Project Management for project, planning and bid submission

DS, DT and HB will meet as a project team as needed, informing RH as an optional attendee of meetings and outcomes and inviting him if we will deal with matters which will affect finance / cash flow. **DS** will take the lead and liaise with both Dave Lamb and SH.

b) Critical Path(s) and Plan of Action

These could not be done yet.

c) Progress from Platt White

DS outlined the results of his meeting with Dave Lamb, who saw the following 4 options for a “starting work” item, which are, in order of increasing difficulty and cost :

- i. Securing physical integrity of Chemistry Bridge and potentially extending canal to box culvert under Meadowcroft.
- ii. Repair and resurfacing of car park.
- iii. Diversion of Welsh Water Sewer which runs under site of proposed basin.
- iv. Earthworks to provide 3-D shape of proposed basin (this would necessarily include diversion of sewer)

Dave Lamb does not yet know whether SC Planning would accept Repair and resurfacing of car park as “starting work”. We were expecting an answer from him by the end of next week (29Apr) about which items SC would accept. Platt White were involved with the restoration of the existing arm and think they may be able to prove that the soil which would be excavated to extend the canal between Chemistry and

Meadowcroft bridges does not have potential to be contaminated.

Costs to meet all "before work starts" planning conditions, including application fees are £30K, but it may be possible to get some of them deferred, depending which "start work" item we do.

It was suggested that we put in an EAFRD full application for doing items i and ii. SH expressed concern that the full application should match the project described in the initial application and advised trying to get Dave Lamb to buy into the Stage One project of levelling the ground and improving paths as described in the drawing WWT had supplied to her for the initial application. **SH** would send that drawing. **DS** would discuss this with Dave Lamb and ask to include it as another "start work" item to ask SC Planning if they would accept. SH would like to talk to Dave Lamb about what would be needed if we were to do the Stage One project the drawing describes. SH said we need Dave Lamb to produce good enough briefs to get quotes on - detailed specs can be done later on and suggested getting Dave Lamb to produce a visual impression of what items i and ii would look like, also getting a quote for the work they will do. **SH** will try to convince EAFRD to accept only this one quote on the basis that it would not be sensible to change our Civil Engineer at this stage. If they don't agree, we may need to remove the Platt White work from the funding application. **HB** to send SH the summary of DS's meeting with Dave Lamb. We have about 10 days (ie until 30Apr) to decide what to do.

d) Cost and Duration of Soil Investigations

These investigations will cost £13,000. **DS** to find out how long it will take to conduct the investigation.

e) Items for Funding Application

v. Equality and Diversity Statement

HB would produce a policy for the Committee to agree.

vi. Letters of support

PM would ask McDonalds and Hadley Farm

SH would ask Whitchurch Town Council (Stephen Platt) for an updated letter of support for the basin project.

DS would get one from Whitchurch Chamber of Trade and Commerce

vii. Permissions (Shropshire Council, others ?)

SH would ask Mark Blount for a statement of permission in principle to work on SC's land, copying PM in

viii. Evidence about waterways tourism – Town Plan survey – any supporting evidence from Whitchurch Town Council

PM suggested the Parish Plan, which had resulted from the Town Plan survey – **SH** would look at it **DS** will get a question(s) put in the forthcoming questionnaire for the Blackberry Fair, which Whitchurch Chamber of Trade and Commerce will conduct shortly, possibly including a standard letter for businesses to sign to show their desire for increased tourism and a box for optional individual statements of the economic benefits of increased tourism. SH requested that the results be sent to her in soft copy, for ease of submission to EAFRD.

A list of businesses who advertise on the Whitchurch Arm would be useful (*Secretary's post meeting note – although no person was tasked at the meeting with doing this, **HB** will produce this*)

ix. Justifying request for 100% funding

This was not discussed.

x. Cash Flow (3 claims, take 2 weeks to a month to pay)

SH said that 3 claims was the standard, but this might be negotiable. RH said that if having to pay for the soil tests would leave WWT short on funds to finance the cash flow for the work pending payment of claims made to the EAFRD, there was the option of getting a bank loan.

xi. Survey on visitor spend in town – market need and demand

PM suggested Sue McKeon might have some data on this. **SH** would ask.

xii. Proof of our ability to deliver

We need to be clear who is on the project delivery team and **SH** will ask them for the required information, eg their skills

xiii. Quotations.

3 quotations are needed for everything in the funding application, 2 if less than £500. An online price will do for small items like bat boxes.

xiv. We will need to write a Risk Analysis and Log

xv. Monitoring Towpath Users and Boats

SH will look into non-mains electronic counters to help with this. We need to start monitoring before putting in the application.

xvi. Writing the Full EAFRD Application

SH will have time available to do this from 7Jun2016. There will be no time available to wait for the items needed, so the items needed must be available by this date, in particular the quotations.

5) Treasurer's Report

The accounts were accepted.

6) TSB 3rd Signatory / WWT Bank Account

Since there may be a circumstance where we might need to get a bank loan to enable cash flow if the full EAFRD application is successful, we would not pursue the problem with getting the 3rd signatory signed up at the moment.

7) Arranging a series of Committee Meetings

This was agreed to be a good idea.

Dates were arranged for the next 5 Committee Meetings :

1930 Wed 25May 2016 venue tba

1930 Wed 29Jun 2016 Dodington Lodge Hotel

1930 Wed 27Jul 2016 Dodington Lodge Hotel

1930 Wed 24Aug 2016 Dodington Lodge Hotel

1930 Wed 21Sep 2016 Dodington Lodge Hotel

8) Any Other Business

It was agreed that **DS** would become the public telephone contact for WWT, taking this over from **HB**. This would be achieved by changing the published phone number.

HB to get phone number changed in places where it is published.

9) Date of next meeting

1930 Wed 25th May 2016 venue tba