

# THE TRAMWAY MUSEUM SOCIETY

## Development Committee

Minutes of meeting 66 held on Sunday 7 October 2001 at 2.30 p.m. at Poplar House

### 1. PRESENT

A W Bond, D F Russell, J Miller, I Musgrove, J Soper, M C Wright

### 2. APOLOGIES

None

RECEIVED 27 OCT 2001

### 3. MINUTES OF THE PREVIOUS MEETING

Accepted.

Regarding the repositioning of the trolley reverser at Town End, JM advised that it could now remain on the W side of the track but taken S by some 10 ft.

### 4. TOWN END DEVELOPMENT

Tenders had been received by Nigel Rose Management on Friday 5 October. Two contractors' bids were within the budget, three were not. Nigel Rose Management would require the following week to evaluate the tenders and to make recommendations. JM proposed that Nigel Rose Management interview the two lowest bidders in conjunction with the TMS (AWB, JS, JM), with a final interview with the Strategy Committee.

The contract was expected to be let by 1 November if the HLF contract was available. Work on site was expected to begin on 1 February 2002. The decision to proceed was with the Strategy Committee. The Development Committee had to be certain of any down sides. The contract was a design and build; the liability thus lay with the contractor. There was no need to return to the Board except to advise.

AWB reported that the HLF grant of £981k had been awarded.

A list of access requirements was needed for advising contractors before the meeting.

Changes to Operations dates now resulted in

19 May	Lancashire & Yorkshire Day
3 / 4 June	Jubilee Day
22 / 23 June	Midsummer
30 June to 7 July	London Transport 50 (vehicles only at weekends)
14 July	Mini meet
20 / 21 and 27 / 28 June	Thomas
10 / 11 August	1940s Weekend
24 - 26 August	Festival of Transport
28 September	Enthusiasts Day
27 October	Starlight Special

These dates when vehicles would be expected to turn at Town End would be put into the contract.

It was re-emphasised that scaffolding must not conflict with Operations use of the tramway. JM said that contractors had been advised of this regarding access for vehicles.

### Peripheral items

**Hackney carriage sign** – R Thacker had listed this as an item to be moved. It was suggested that it could be re-erected as soon as it had been removed, possibly onto the S façade of the Forge Shop. However, JM suggested that it be temporarily be placed in the Stone Workshop. This was agreed.

**Trams Running board** – KBH had required that it be repositioned behind the Eagle Press, continuing to be a free-standing structure.

The **diesel fuel tank** was suggested be re-positioned to the N of the Exhibition Hall. JM suggested it be placed adjacent to the emergency water tank on the car park (for ease of deliveries) with piping similar to the water tank to bring fuel to rail level.

The **Pratts petrol pump** required attention and should thus go to Clay Cross store.

The **contents of the Engine Shed** – M Crabtree had offered to investigate the curatorial aspect and advise JM.

Removal of the **Engine Shed points** would probably be undertaken towards the end of the project. It, and other permanent way alterations were included in the budget.

A foundation stone laying was required, it might be appropriate to combine this with an official opening of the Workshop extension in April 2002. The Board had agreed that we could invite the Secretary of State.

## 5. ENTRANCE

### New entrance kiosk

Sketch proposals had been received from Lathams and were generally well received. The building could now be positioned north of the existing kiosk, but not of the toilets building. This left the possibility of using the kiosk until it was declared redundant.

Various orientations of the building were mentioned. It was agreed that the utilitarian aspect of the toilet windows should not be on the side of the building presented to intending visitors. KBH had suggested significant internal modifications \*. IJL had not seen the proposals. KBH would advise and copy his proposals and philosophy to IJL for the Strategy Committee meeting.

\* Making the exit area into the entrance and vice versa, as the admissions area was restrictive, and the exit area too generous, repositioning the entrance door to the E side and remodelling it. Transposition of staff and disabled toilets, late exit gate adjacent to repositioned exit, using self-closing gate to same design as adjacent fencing. Concern regarding encouraging a queue into the roadway especially at busy periods, retaining use of the triangular area S of the existing entrance door was suggested, most visitors approached the entrance from the S. Getting people inside the Museum was considered preferable to selling to them on their exit. Queuing inside the building was preferred to outside.

Gift aid charging and other possible alterations to taxation yet to be resolved suggested that more space may be required for counter space. A future separate building further to the N was mooted but this was not likely within the next five years.

AWB required prices for the forthcoming budget.

### Peripheral items

**Flags**-JM suggested six glass fibre poles, say 6m high for Union, England, Scotland, Wales, Isle of Man, Ireland-St Patrick flags (available from Harrisons of Darlington at £300 ea.- details attached)

**Kerbs and surfacing** – extension of existing tarmac only.

Existing **septic tank** was below road level and received too much surface water. It was currently “protected” by traffic cones to prevent vehicles running over it. It was not generally attractive and would detract from the appearance of the kiosk.

The **Tarmac interpretive rock** was not affected.

The **display boards** for St Mary’s Church and the Sherwood Forester’s Memorial Stand needed to be retained for local diplomacy. They needed refurbishing and possible relocation.

Care should be taken to ensure that **security camera posts** and **existing telegraph posts** did not detract from the appearance of the flagpoles.

### Other

JM advised that fencing costs would be included in the forthcoming budget.

## 6. WORKSHOP EXTENSION

Tomlinsons had left the premises. The building was substantially complete but the following defects were noted:

A minimum of 10 roof leaks, preventing any effective internal work, especially decoration

Incomplete copings

Rain water down pipes incomplete

Lift and crane incomplete

Several other items on the snagging list. These were to be progressed by JM      **Action: J Miller**

The lift and crane could not be commissioned because of a lack of suitable electricity supplies, a 3-phase supply route had yet to be determined. See Tomlinson’s letter of 5 September and fax of 14 August. There was a lack of electrical and lighting specifications. JM would liaise with JS, Phoenix, Daft and Anderson on Tuesday 9 October and report to Strategy Committee following day. These problems had been minuted in site meeting minutes and were being progressed. It was important that the crane is commissioned quickly; the lighting and power points were secondary.

**Action: J Miller**

JS reported

Finance Contract	£235,558
Certified	£253,942 including 5% retention
Paid	£241,245
To pay	£13,000
Final	£266k - £267k incl. £31k for overspend on foundations which may be claimable from HLF

TMS owed Tomlinson approx. £25k which could be retained if Tomlinson failed to complete work  
The electrical contract of £5k was outside the contract sum.

The lift and crane were in the budget but outside the contract

It was noted again that we should agree complete contracts, and not to say that the TMS staff and/or volunteers would be part of a project.

Raising the vehicle doorway. Funding for corrective work had been contributed by a volunteer donation with Gift Aid assistance. JM did not have the management capacity to organise the alterations, (being already involved with the Library extension, the Red Lion completion, the Entrance Kiosk, the completion of the Workshop extension, the painting and removal of traction poles between Wakebridge and Glory Mine, and permanent way work). Tomlinson would be approached by JS to provide a quotation urgently, as an amendment to contract. It was imperative that the drawings for the alterations be signed off by the Rolling Stock Engineer (D Baker). The height of the doorway was required to be the same as the main depot complex (depots 4-6)

**Action: J Soper**

It was noted that, following adverse comment, the crane and Workshop extension had never been designed to allow for the removal of tramcar roofs. The outside appearance of the building was continuing with GCW.

The surfacing in tarmac of the fire path, and especially at the rear of the buildings, could progress now that remedial action following vandalism had been provided. JM preferred Tomlinson to complete the work as this had been originally arranged. JS to arrange.

**Action: J Soper**

## **7. WOODLAND WALK**

Nothing further to report

## **8. MUSEUM SIGNAGE**

Nothing further to report

## **9. RED LION**

Tenders had been invited and were due back on 29 October. IJL had suggested that all trading be moved from the Café into the Red Lion – a presentation had yet to be made. In a plan showing 85 covers, it was noted that all the furniture was moveable; the catering area had been determined by AI. Certain items could be removed from the plan (e.g. cornices, full tiled toilets) to keep within budget of £75k. A temporary ramp for escape and disabled access was advised by JS using the existing scaffolding structure. This was considered to be in poor physical condition for a permanent facility.

AI had not made any comment. Signing off the plans was to be by IJL as client. Strategy Committee would ask for a business plan showing best and worst case for finances, including staffing, strong indication of increased profit margin, take per visitor.

## **10. SHELTERED ACCOMMODATION**

AWB reported that a proposal was being put together by the Puffing Billy Railway, Melbourne, Australia. AWB was seeking details.

**Action: A W Bond**

## **11. OUTSTANDING ITEMS**

### **11.1 MEMBERS ACCOMMODATION**

The measurement of Field House field had been completed by IM and DFR that morning. IM would work up an appropriate document and retain the information.

**Action: I Musgrove**

### **11.2 DOUBLE TRACK AND GLORY MINE**

Nothing further to report

11.3 EXTENSION WALK

Nothing further to report

11.4 STANLEY SWIFT AIR BRICK COLLECTION

Nothing further to report

11.5 ASHTON SHELTER

Nothing further to report

12. ANY OTHER BUSINESS

Budget to be presented to the Board on 3 November. Requirements to be determined by 14 October.

**Action: ALL**

13. NEXT MEETINGS

Strategy Committee      Wednesday, 10 October

Board                      Saturday, 3 November

Development Committee   Sunday, 16 December 2001, 2.30 p.m., Poplar House.

Circulation:      Committee, Board, Minutes Secretary



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   	<b>6m Glassfibre flagpole</b> complete with hinged baseplate and <b>internal</b> halyard system plus 1 No. complimentary hand sewn 2 yard flag (flags available Union/Saltaire/Welsh Dragon/St. George)	<b>£ 294</b>
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   	<b>6m Telescopic flagpole</b> plus 1 No. complimentary printed 2 yard polyester flag (flags available Union/Saltaire/Welsh Dragon/St. George)	<b>£ 139</b>
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   	<b>6.6m Two-piece white powder coated aluminium economy flagpole</b> with external halyard, ground tube fixing plus 1 No. complimentary hand sewn 2 yard flag (flags available Union/Saltaire/Welsh Dragon/St. George)	<b>£ 129</b>
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