

Notes of **WHAT'S IN STORE PROJECT BOARD** held on **TUESDAY 22<sup>nd</sup> JUNE 2026** at 10:00 a.m. at Newton's Place.

In attendance: Councillor Mike Ryan (Chairperson) - presiding  
Councillor Gwen Jennings (Vice Chairperson)

|               |                                    |
|---------------|------------------------------------|
| Joanna Eccles | Curator (maternity cover)          |
| Kate Green    | Community Engagement Consultant    |
| Linda McGuirk | Principal Administrator            |
| Colin Parker  | Councillor                         |
| Phil Rowe     | Town Clerk                         |
| Helen Smith   | Project Co-ordinator               |
| Rob Woodger   | Facilities Maintenance Team Leader |
| Emily Farrell | Newton Abbot CIC                   |

## 61. APOLOGIES

Apologies were received on behalf of Councillor A Hall, Museum Volunteer Alandra Elendill and Communications Advisor, Nigel Canham.

## 62. NOTES

Members agreed the notes of the meeting held on the 23<sup>rd</sup> June 2026.

## 63. BUDGET & FINANCIAL PLANNING

The Project Co-ordinator, Helen Smith displayed a presentation that was due to be used at a meeting with the Heritage Lottery Fund.

In addition, a What's In Store Progress report was circulated to members. Areas highlighted in the report included:

- Timescales
- Construction
- Store Fit Out - Room 3 is now empty ready for the works to commence.

The electrical connection will be connected through the wall in room 2 – the collection items will be moved to Room 3 during the works.

**HS** raised concerns that Rackline have not provided a contract, advising they work to the acceptance of the quote.

**PR** asked for confirmation of the value of the Rackline contract, which was confirmed as £46,572. **PR** advised that the contract must be progressed in accordance with the Council's Financial Regulations and that a formal contract with the Council is required, with appropriate provision to address any fluctuation in the cost of steel.

**ACTION:** **HS** will advise Rackline that the contract must be progressed in accordance with NATC Financial Regulations.

- Funding update - Due to the additional funding provided by Teignbridge District Council there is now enough money to deliver phase II – the refurbishment of Rooms 1, 2, 3 and 4. Phase II works are being estimated and much of the work will be done in house.

## 64. BUILD PROGRESS

The build is progressing now there have been a few issues but all are in hand.

The Heras fencing will be partially covered with signage to explain the work that is happening to the site. Seven panels have been identified for banners, leaving some blank so that people can view the building site and some blank due to obstructions in front of them i.e. the phone box.

Groundworks delays:

- There is a watching brief in place for the archaeology company to monitor the groundworks. A concrete slab was discovered so the works stopped until the archaeologist could attend site but nothing other than modern materials has been discovered so the works continued.
- South West Water sent a letter stating that we were building within 3m of a public sewer. This wasn't the case and PMR came in and proved it was a disused blocked drain. SWW are content and we continued building. Building control inspection letter dated 7.9.26 signs this issue off. PMR are still in correspondence with them, but no issues anticipated.
- The streetlight in the car park needed to be disconnected – this needed to be done by TDC contractor – this caused a slight delay but is now complete.
- Building control questioned the proximity of the base of the ramp to the existing well in the car park. The civil engineer confirmed that the loading would not cause any issues. Building control have issued a report dated 7.9.26 containing details of their inspection conducted on 7.9.26 which signs this issue off and includes more questions which PMR have asked us to respond to by 23<sup>rd</sup> September:
  - Hollow core Planks Design information - Classic to liaise with supplier and send over information
  - Fire strategy plan - PMR and Design Foundry (fire stopping to service penetrations)
  - Fire barriers - PMR
  - Review with Fire and Rescue service - No action required
  - VCL - PMR
  - Confirmation of Ventilation strategy - Design Foundry
  - Drainage information - Dennis Gedge - complete
  - SWW correspondence - PMR (in progress)
  - Mirror cladding specification and compliance - Veon Glass
  - PV design - Client / Classic

**PR** asked has the specification been agreed for the mirrored cladding. **RW** confirmed that he has liaised with TDC Planning Officers, the manufacturers and the architects who confirmed there will be no issue with reflection.

**65. ACTIVITY PLAN**

**KG** tabled a Community Engagement update and reported that, since November 2025, the Museum has engaged with 1,725 people.

The photographic documentation of the project was discussed. It was noted that a member of the Newton Abbot Photographic Club has offered to take photographs throughout the project.

**KG** advised that seven 3-metre banners are being designed for installation during the project. Members noted that this also presents an opportunity to review, renew and replace the permanent banners at the front of the building.

Highlights from recent workshops were shared. **KG** reported significant interest from attendees in seeing the Museum's storage areas.

**HS** commented on the continued growth of the Museum and recognised the significant amount of high-quality work being delivered by the team. It was noted that resources will need to be monitored as activity continues to grow.

**66. MARKETING & COMMUNICATIONS**

**JE** tabled a Digital Insights Report.

Updated branding was discussed, including the introduction of a wider range of colours and design elements to provide greater flexibility across marketing materials.

The Marketing Officer has advised that the project should be referred to as the Heritage Store Project, rather than the What's In Store Project.

Music in the Museum was discussed, with consistently positive feedback noted. A discussion took place regarding whether the events are generating a profit or breaking even. Cllr C Parker confirmed that £2,000 is available for the programme in the Events budget.

**JE** also reported that charging for some family-friendly events has been successfully trialled.

**67. RISK MANAGEMENT**

**HS** – advised that the risk management table has been updated and will be shared with the group.

The Collections Manager role has now been appointed.

**68. DATE OF NEXT MEETING**

Tuesday 15<sup>th</sup> December 2026

Members were invited to walk around the space after the meeting.

The Meeting closed at: 11:30 a.m.