

Notes of **WHAT'S IN STORE PROJECT BOARD** held on **TUESDAY 16th DECEMBER 2025** at 10:00 a.m. in the St Leonards Room Newton's Place.

In attendance: Councillor Gwen Jennings (Vice Chairperson) - presiding
Councillor & Museum Volunteer

Councillor Mike Ryan (Chairperson)

Nigel Canham	Communications Advisor
Joanna Eccles	Curator (maternity cover)
Alandra Elendill	Museum Volunteer
Linda McGuirk	Principal Administrator
Colin Parker	Councillor
Phil Rowe	Town Clerk
Helen Smith	Project Co-ordinator
Rob Woodger	Facilities Maintenance Team Leader

48. APOLOGIES

Apologies were received on behalf of Councillor Alex Hall, Charlotte Dixon - Curator, Pierre Doutreligne - Projects & Strategy Officer, Kate Green - Community Engagement Consultant, Emily Farrell - Newton Abbot CIC and Sam Scott, Deputy Town Clerk.

Councillor Gwen Jennings chaired the meeting as the Chairperson Councillor Mike Ryan arrived after the meeting had commenced.

49. NOTES

Members agreed the notes of the meeting held on the 28th October 2025.

50. CAPITAL BUILD

The Project Co-ordinator, Helen Smith (HS) tabled a What's In Store? Progress report with members. The report outlined:

Timescales:

- On site team meetings and work scheduled – Design Team meeting scheduled on the 19th January 2026.
- NLHF reporting requirements – First report due end of January 2026, meeting on Monday 2nd February with the NLHF.

Construction:

- Design and work progress:

APPENDIX P

HS reported she had met with PMR Architects with Jeremy Newcome, there are concerns about the cladding and its lifespan and maintenance. Alternative products are being investigated.

A discussion took place regarding the proposed Changes to the exterior cladding.

HS reported consideration was being given to an alternative to the cladding, which would retain the mirrored effect of the original design. The proposal involves the use of smaller glass panels, manufactured by a local company, to sandwich the stainless steel.

Councillors raised concerns regarding the change in external materials. HS advised that, based on experience, stainless steel has caused issues on a number of previous projects and can look untidy quickly. The proposed alternative would incur an additional cost of approximately £9,000.

Councillors emphasised the importance of ensuring that the final design reflects the shiny appearance that was presented during public consultation, while acknowledging the need to follow expert professional advice. HS confirmed that this stage marks the beginning of the detailed design process and that further work is required to determine how the final finish will be achieved.

HS asked members to consider building regulations providers, it was suggested that contact is made with South Devon Building Control. **ACTION:** HS to make contact with South Devon Building Control.

Consideration was given to the specification of the level of security needed for the main external door in the store. **ACTION:** PR check with insurance provider.

Consideration was given to adding onto the existing mag lock system. **ACTION:** RW to investigate.

- Site preparation and preliminaries:

Work has started to clear and prepare the working space.

Topography survey is taking place today.

PMR (phil Rumbelow) will be the Principal Designer for Building Regs. This is distinct from CDM Principal Designer whose role is to focus on safety and design co-ordination.

- Construction:
 - Mechanical and electrical works – Design Foundry are working with PMR to produce detailed designs ready for the tender documents.
 - Tender process – Tender pack must be ready by the end of January 2026.
 - Tenders back by end of March 2026.
 - April 2026 – to consider and agree contracts.

- May 2026 – work to commence.
- November 2026 – finish construction.

Costs and budget:

- Store fit out during December 2026 and January 2027.

Activity Plan:

- Preparation and planning – evaluation methods being planned now.
- Scheduled activities – In progress, KG has met 228 people.
- Consultation meetings: Approaching Disability Together, a Devon based group who help people develop accessible spaces.

Marketing & PR:

- Recruitment of Marketing & PR person is in progress – 40 + applications shortlisted to 5 invited to interview in January 2026.

NC asked for clarification on roles and urged consistency across the organisation to ensure a uniformed message and tone in communication.

Fundraising:

- Trust & Foundation – Application submitted to Garfield Weston.
- An application to Swire Trust is being worked on and other trusts and foundations are being shortlisted.

51. ACTIONS FOR THE NEW YEAR

- Progress tender documents by end January 2026.
- Continue with detail design work discussions.

52. QUESTIONS

PR raised a question regarding the proposed location of the construction base and welfare facilities. It was noted that a confirmed start date is required, as the site is used by TDC and they must be given appropriate notice.

HS advised that highways fencing would need to be removed. Access through the car park is restrictive, prompting discussion around site boundaries and access arrangements. It was agreed that site access solutions will need to be explored further.

HS confirmed that contractors will be required to undertake a full site access review as part of the tender process.

PR advised that NATC will need to purchase nine parking permits for the duration of the build period.

53. DATE OF NEXT MEETING

Tuesday 24th March 2026, 10am

The Meeting closed at: 10:50 am