

Future Use Seminar 2015 Report

The breakout group reports have been distilled into one list. This summary will therefore not necessarily be internally consistent. Some points raised have already been addressed, some we know have to be addressed and some focus the Future Group's mind on what has to be addressed!

So that all may look at the plans in their own time the SMDT website must contain a summary of the plans and the Statement of Need and Statement of Significance, the Business Plan and other useful communications.

Some 70 people attendees were counted for the first half of the seminar and some 45 stayed for the interactive breakout sessions. We logged in 63 people, another 15 had registered who we may have missed and 5 apologies were received. There were 26 names added to our contact list, which now runs to 220.

Robert Key was an excellent chairman and said that he thought the evening went well and produced some good feedback. He asked to be kept informed of progress. I thought the event was very useful in ideas and enthusiasm generation.

Breakout group report summary

1 External Build

A Building Project Manager will be required. There was discussion about the nature of this role and the importance of it being a person of experience to oversee all the improvements and ensure we get what we need.

An external build is required to make the concept work.

Make a holistic (*rounded, universal, all inclusive*) approach to the project and engage in informal discussions with the Wiltshire Planners and Historic England as soon as possible.

Obtain planning permission for an external build before asking for DAC approval on the interior. That means a parallel approach is called for; enter into 'formal' pre-application discussion with Wiltshire Council whilst seeking DAC approval for internal works. Rather than "Obtain planning permission for an external build before asking for DAC approval on the interior."

2 Organisation

It was felt that a more formal structure should be set up for those wishing to use of St Mary's now; when the internal refit is complete and when the external build is complete. This to include:

- A booking office facility

- A "caretaker" in charge of opening up and control of the heating.

- A venue promoter. Their needs to be a professional 'arts director' on completion of the work, to programme events and oversee the working and ethos of the venue to ensure take up of the facilities.

3 Hearts and Minds

Plan how to keep the enthusiasm of the project supporters and potential users going. This requires more facilities to be in place. It requires more open meetings on the lines of FUS12 and FUS15.

Put more information on our website, including

- A more detailed time line for the project building on the one shown at FUS15;

- Report of the November 2014 DAC meeting;

- Detailed plans for the interior;

FUS15 summary and presentation words?

4 Business Plan and Costings

Publish a revised or interim Business Plan showing how the venue can be run (pay for itself) as the phased development takes place. This to formalise hiring rates for the updated interior without any external enhancements.

Produce a capital cost plan, knowing that £450k has been pledged already.

5 Toilets

Toilets are a necessity. Explore the siting of temporary mobile loos near to the church for events

Investigate vehicle access from the east end to enable portable loos to be more easily placed.

Consider a marquee for box office, bar & refreshment facilities. Also for temporary toilets and storage. TITCo & DMT have already sited a marquee adjacent to the vestry.

6 Facilities and things not detailed at the meeting

Note that no professional company could be invited to use St Mary's without the facilities of loos and greenroom as a minimum. Now is the time to get their input on the technical basics required by a touring company.

Specify the IT support to be available i.e. Broadband.

Specify the tables and chairs to be available.

Produce more details of the lighting rig, including the lighting for productions and exhibitions

Define the loop hearing system and sound provision.

Make a statement on storage arrangements

Fixing / hard points around the inside of the building

Specify the moveable staging, including all dimensions and height options.

Tea and coffee station provision.

Have a formal entry point for welcoming people and to act as a box office.

Plan for making smaller convivial spaces within the church by the use of screens.

Adequate external lighting on the south and west approaches to the church.

A facilities Data Sheet including H&S notes; security and power; parking and access arrangements; temporary features as now; facilities when internals completed; then as desired for final build.

Response to FUS 15 report

External Build

We believe that the St Mary's needs additional external resources in order to fulfil the desire for it to become a useful asset to the community of Devizes. Any external build must contain some toilets and hand basins, washing up facilities, a meeting area and basic storage. This idea received guarded approval at the DAC meeting in November and so design work has commenced.

A Conservation Management Plan is to be developed in conjunction with the Parochial Church Council, the DAC, the Archdeacon of Wiltshire, the local planning authority, Historic England and other interested parties. This will be largely based on the work we have already done and studies we have already carried out.

The StMFG believe that the desirable conditions for the external construction are:

- An exciting design that will appeal to the people of Devizes; grant making bodies and individuals
- A design that allows St Mary's to be seen as part of the townscape as it has for hundreds of years (apart from the addition of Chantry Court) and that does not interfere with the best, and usually seen, views of the church
- External construction that joins the church at two points to allow people and performers to circulate easily.
- Single story construction with level access.
- Uncluttered interior to the church
- Two proper entrance/exits to the church for practicality and fire safety
- The toilets, offices and storage space necessary to support the business plan
- Reversible changes to the church – apart from the decaying floor

To ensure this process runs as smoothly and as fast as possible on-going discussions will take place with Wiltshire Council, Historic England and the DAC. This will include pre-application planning discussions.

In the short term some temporary toilets need to be made available on a semi-permanent basis (!).

Construction Phase

The architect is responsible for the design of any interior and external changes. This includes the tasks of co-ordinating the structural elements.

The architect and other design consultants have specified items that are part of the fixtures of the church. That is heating services, wiring for power and lighting circuits, light fixtures and acoustic solutions.

The St Mary's Future Group is responsible for agreeing the specification of all the fittings and must specify the interior items that attach to the fixtures. They are also responsible for movable items such as seating, staging and performance lighting.

Internal fittings

There needs to be a proper specification for seating, staging, event lighting and sound systems. For this to be done we need to obtain the services of professional suppliers or users, hopefully at no cost. The aim is to ensure that the building is fully IT compliant with broadband and loop hearing. When there is a secure environment - the relevant computers, projectors, screens etc.

Hearts and Minds

The web site is the primary means of keeping the public informed, together with mail chimp news bulletins when significance news is to be imparted. Therefore it must be kept up to date by the StMFG team leaders and relevant documentation displayed. A framework or directory structure needs to be prepared to let users easily navigate to the information they seek. This will include all the major background documents such as the Statement of Need; Statement of Significance; Business Plan text; technical reports on the new sound systems, lighting system; heating system.

The News tab must be refreshed, initially with the FUS15 report. An artistic impression of the new interior would be useful to keep the parishioners of St John with St Mary informed and possibly fixed to the gates or notice boards outside St Mary's.

Project Organisation

To ensure all tasks are clearly specified the Business Plan, which already contains some job specs, will be updated to reflect a phased approach to the project. These phases are:

- With the building as it is now
- With a redeveloped interior
- With full supporting external facilities

The St Mary's Devizes Trust (SMDT), a charitable organisation, will be responsible for running the venue under a lease from the PCC

Job Specifications

StMFG PROJECT MANAGER – Tony Scorer: Responsible to the PCC for co-ordinating the work of the Architect and the wishes of the Parochial Church Council of St John with St Mary in delivering a regenerated church.

The St Mary's Future Project has the following teams in place. As the project progresses, roles will be moved to the St Mary Devizes Trust. Exactly when they move will be a pragmatic decision as will the exact task specification. This Group structure is not fixed and will adapt to the situation.

Team name and Co-ordinator	Aims & responsibilities	Members
Project Publicity Ida McConnell Co-ordinate all project publicity activities ensure consistency of publications both print and electronic. Monitor coverage	Raising the profile of the building and project. Mailing List (except Campaign team list & Events lists) Publications & Press Releases – for Project Web site & eBulletin External Printing Design	Tim Coomer;; Judy Rose; Jane Scorer
Heritage, Arts and Events Dave Buxton Generate a program of activities for the venue both prior and post external build. Generate information packs useful to potential users. Prepare and post publicity material for events. Maintain contact with potential users	Drawing out the potential of the venue Ensuring community engagement Producing venue data sheet Running activities to promote the project e.g. concerts, open days Face Book, Twitter Event publicity / specific / web site Venue diary on line	Ken Brown; Jemma Brown; Ian Hopkins; Paul Morgan; Penny Price Jones

<p>Campaign Robin Jéquier i/c Campaign Patron and Campaign chairman. Maintain a list of potential donors, both private and corporate. Identify grant making bodies</p>	<p>Source funding from major providers</p> <p>Companies Grant making bodies Individuals Campaign List (Heritage Lottery Fund)</p>	<p>Canon Paul Richardson; Charles Slater;</p>
<p>Finance Bob Simpson Set up the lease between SMDT and the PCC. Agree funding streams with the Poor Lands through the PCC. Prepare for the running of the building once the development phase is complete</p>	<p>Monitor income, expenditure and project costs and timescales</p> <p>Prepare a budget for the other teams Funds to be channelled through the SMDT bank account at some point. Monitor church maintenance costs. Approve all new cost items in conjunction with the PCC. Maintain financial records and financial projections.</p>	<p>Peter Crofts; Charles Slater</p>
<p>St Mary Spirituality and Worship Canon Paul Richardson Represent the Diocese</p>	<p>Ensure the interests of the parish of St John with St Mary are maintained</p> <p>Develop St Mary's as a resource for mission and ministry alongside its community use. Co-ordinate spiritual and worship activities.</p>	<p>vacancy</p>
<p>Planning Permission & DAC liaison Tony Scorer and BMD</p>	<p>Progress new plans with DAC, Wiltshire Planning Dept. and Consultees. Liaise with Church Building Council, Ancient Monuments Society etc Progress internal changes with BMD & DAC</p>	<p>Dave Buxton; Canon Paul Richardson; Mike Sanders,</p>

When the project is completed the SMDT management team will be responsible for running the venue. Naturally there is some fluidity of roles between StMFG and SMDT at the moment. The following roles need to be formally refined and a volunteer identified.

ADMINISTRATOR:

- The “official” point of contact and key-holder
- Diary holder
- Volunteer co-ordinator
- Cleaning co-ordinator. With the existing church cleaner and any special cleaning tasks
- Editor and distributor of the Basic Information Sheet. As such they should be able to co-ordinate queries and questions from any group looking to book the space. They would know how and who to contact for answers to questions outside the Basic Information Sheet, should keep all pertinent information in one place,
- Feedback acquirer.

TECHNICAL MANAGER:

- Responsible for knowing how all building equipment works, including the heating controls, building and event lighting, raked and static seating, stage risers etc.
- Co-ordinate visiting groups at a technical level. Initially this would include the setting up of temporary facilities while more permanent ones are being set up.

VENUE AND EVENT PROMOTION MANAGER:

- Community engagement. Generate a diverse program of arts, cultural and heritage activities. Work with others to develop a community activity program. Encourage visiting performers, exhibitions and cultural activities.
- Volunteer development. Develop a model of volunteering to encourage local ownership. Manage work placements and internships.
- Promote and publicise the venue
- Responsible for getting the venue used by.
- This role cannot really start until we have a converted space inside St Mary's.

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