

## Art Matters Relocation Group meeting Friday 16<sup>th</sup> November 2018 Art Matters

Present;

David - Art Matters Creative Lead  
Olive - Richmond Fellowship East Surrey Locality Manager  
Mark - Art Matters Studio Manager  
Mike - Richmond Fellowship Assistant Director  
Gemma - Service User Involvement Forum  
Tony - Service User Involvement Forum  
Jonathan - Reigate & Banstead County and Surrey County Councillor

Apologies;

Raj - Service User Involvement Forum

Actions to be completed by Friday 14<sup>th</sup> December 2018 unless otherwise stated.

### Introduction

This is the 9<sup>th</sup> meeting of Art Matters Relocation Group. The core group will meet once a month and invite participation and attendance from key individuals and organisations when the need arises.

### Aims

The group will work with stakeholders to explore a more permanent base for the Art Matters studio and ensure a safe relocation.

Three areas are currently being explored and discussed:

- 1: Communication with the landlord.
- 2: Continue to look for a suitable building with the same urgency.
- 3: Service Commissioners exploring options with Surrey County Council Property Services.

### Communication & Planning

Olive reported that the landlord had phoned Art Matters yesterday (15/11) and spoken to Mark and then to her. The landlord's solicitors are preparing a three month lease to run until March 31<sup>st</sup> 2019. Olive reports there has been an agreed, manageable increase in the rent. There was a discussion as to whether this is a rolling contract.

The landlord feedback that he'd had a meeting with the YMCA and, in the longer term, is interested in working with community services.

All agreed we continue with the same urgent focus on finding a suitable building. Negotiations with the landlord will run alongside.

Action: Olive to continue to liaise & feedback at next meeting and to find out if the extended lease is part of a 'rolling' contract. Discuss rolling contract at next meeting.

### SCC Properties & Commissioner Support

Jonathan feedback he has spoken to Surrey County Councillor Planning Officer Chris C and the feeling is it's difficult for the council to help Art Matters in the short term. This was supported by an email Mark had received that morning from Chris explaining they are struggling to identify opportunities in the short term and feel that it is going to be a challenge to help out. Much of the councils work is planning for the long term. Jonathan is meeting Chris next week.

All agreed that with the indications SCC are unable to help with a building we refocus on commercial buildings.

Mark said Reigate and Banstead County Council Health and Wellbeing officer Helen Dredge visited last Tuesday (13<sup>th</sup>) and spent the morning in the studio. Mark has emailed Helen with an overview of our work and details of our building needs and Helen will pass these on to senior RBBC staff. RBBC Councillor Rod Ashford phoned and will call to arrange visiting the studio.

Jonathan to feedback from his meeting with SCC Property Services Chris. Mark and Olive to remain in contact SCC. As agreed, there needs to be a focus on non-SCC buildings.

Next meeting - further discussion about SCC Procurement.

Commercial sites to be explored - all.

### Buildings visited/enquires made.

Mike reports he has had a long conversation with IMH, current tenants of South Park Surgery. He reports they are offering a four year lease at just under £60k per annum. The group had a conversation about sharing the building - and costs. There were thought to be problems about sharing as, without a lift, first floor access is restricted. The idea of sharing with a commercial business was raised. Mike has concerns that with two years left on the service provision contract a four year contract is too long (break clauses were discussed) and will go back and talk to them about a two year contract at a lower rent. This led to a wider conversation about how high rent costs are in the area - the identified vacant Carpet Right shop and The Abbot pub in Redhill are both £70k per annum. It was felt there is a gap between the buildings and rents discussed with Derek and the actual available budget? Olive said she is currently budget setting and after conversations with Mark the figure available would be around £30k - an increase of some £15k. It was agreed by all that we need to know of any additional financial support from the

organisation - Mike will talk Derek and Olive. It was also discussed that RF Group Director of Finance Raj L was due to visit Art Matters and that maybe his visit could coincide with the next relocation meeting. Mike/Mark to liaise with this proposal.

The group looked at two properties currently available on the Holmthorpe Estate - both are warehouse type venues and Mike identified problems as to heating them and making them suitable for our needs. Gemma asked about changing the use of buildings to D class - it was felt this can be done but can be a length process.

### Concerns

The group have concerns that March 31<sup>st</sup> will come round quickly (concerns shared by others at the recent TRIP/Business Plan meeting) and we still have not found a property. It was asked if diaries should be cleared and meetings/support stepped up? It was felt we need to know what is on the table and if the current service model requires rethinking then Art Matters have experience in this.

### Contingency/Move Plan.

Mark shared with the group some of the costs in relocating/moving. Taylors Removals have assessed and submitted quotes for removal; packing and removal; packing, removal and storage. It was agreed to source another quote but these figures are useful to have (It was agreed after conversation at our previous meeting that in lieu of H&S, Risk Assessment and interruption in service timescales professional removal service are required.)

The contingency plan includes delivery of workshops in a number of community settings in-between buildings. This conversation to be more fully explored in Decembers meetings.

Natasha and Lucy have compiled a list of community buildings and contacts if the need arises.

Contact IT to update potential relocation. Mark - when needed.

Website - the [www.artmatters-richmondfellowship.org.uk](http://www.artmatters-richmondfellowship.org.uk) website now carries information from these meetings and will be updated accordingly during relocation/contingency.

Keep commissioners informed - Olive.

Contact RF Communications to update organisation websites as required. Mark

Talking to Surrey wide newspapers.

A case was made for Art Matters/RF Communications to approach Surrey newspapers outlining the work and wellbeing benefits of the organisation and the studio and its need to relocate. To have of control on information. Mike has

concerns that involving newspapers may have a negative affective on the organisation and commissioners and to proceed with caution. Olive will speak to the Communications dept.

Mark thanked everyone for their attendance. There remains urgency in this work and the next meeting is arranged for:

Friday 14<sup>th</sup> December at 11:00.