

**MINUTES OF GALLEYWOOD HERITAGE CENTRE PROJECT  
COMMITTEE MEETING**

**HELD AT THE KEENE HALL, GALLEYWOOD  
ON THURSDAY 7 FEBRUARY 2008 AT 10.00AM**

***This document is the Assistant Clerk's record of the Committee Meeting,  
formal acceptance will take place at the next Council Meeting***

**1. RECORD OF THOSE PRESENT**

Cllr John Turkentine (Chairman), Cllr Bob Harman,  
Cllr Neville Paul, Cllr Mrs Janette Potter, Cllr Roy Van Tromp,  
Cllr Bob Villa. Mr Hugh Arnold – Adviser, Mr Ken Edwards – Adviser.

**2. APOLOGIES AND REASONS FOR ABSENCE**

None.

**3. DECLARATION OF INTEREST (EXISTENCE AND NATURE), WITH REGARD TO ITEMS ON THE DECLARATION OF INTEREST**

Cllr Bob Villa declared a personal interest as Chairman of the Galleywood Common Association.

**4. PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA 2 members of the public present**

Mr Bob Axford – parishioner. Whilst delivering the questionnaire within the parish responses had been encouraged, but Mr Axford noted that completion of name and address had not been stated as mandatory. Would anonymous comments be taken into consideration and reported? Cllrs to address under agenda item 8.

**5. MINUTES OF THE MEETING HELD ON 24 JANUARY, MATTERS ARISING AND NOTES OF WORKING PARTIES HELD**

The Minutes were proposed as a true record of the meeting by Cllr Bob Villa, seconded Cllr John Turkentine, and agreed. The Chairman signed the minute book. The Minutes of the working party dated 28 February 2008 were amended to record Apologies and reasons for absence from Cllr Neville Paul and Cllr Bob Harman.

Matters arising from the meeting held 24 January:

**Aon Limited – Insurance proposal form** It was reported that the Clerk was currently investigating insurance cover.

**The Lease** The Committee were informed that an advisory meeting with volunteers regarding the structure, management and control of the project had taken place on 28 February 2008. All notes circulated. A site visit on Saturday 9 February 2008 has been arranged for volunteer overseers of the project. *Action: A report to be circulated to all Committee Members prior to the Extraordinary Meeting 13 February 2008.*

**Revised Refurbishment Programme** A draft Project (Build) Manager job description was circulated. It was agreed that this document would be discussed after the Extraordinary Meeting 13 February 2008. *Action: Should the project commence after the Meeting Cllr Neville Paul to chart the stages of the Build and Project Manager role.*

**Seek sources of alternative funding** See Agenda item 17.4.

10.30am Cllr Mrs Janette Potter joined the meeting.

**6. CORRESPONDENCE**

The following items of correspondence were read by the Chairman.

**6.1 CBC Request to remove fixtures from The Depot 30 January 2008**

It was reported that CBC had been refused their request to remove lighting and heating appliances from the building.

**6.2 Clerk Response to the Vice Chair of Jubilee Park Pre School 29 January 2008**

The Chairman stated that no response had been received to the Clerks letter inviting a formal grant application and the procedure requirements.

**6.3 Letter - R M Kirkpatrick – Parishioner 29 January 2008**

The Chairman read the correspondence and addressed comments on utilisation and cost. Action: Adviser Mr Ken Edwards to address all points within the Business Plan risk analysis.

**7. PARISH COUNCIL MEETING – 16 JANUARY 2008** The Minutes were proposed for ratification at the Parish Council Meeting 4 February 2008 by Cllr Bob Villa, seconded by Cllr Roy Van Tromp and agreed, the Chairman signed the Minute Book.

**8. QUESTIONNAIRE ANALYSIS** It was reported that an analysis of all received responses would be presented at the Extraordinary meeting.

**9. PARTNERS AND STAKEHOLDER LETTER** The Chairman stated that 86 letters inviting support had been sent to local businesses, clubs, societies, schools and relative associations both inside and outside the parish. All responses would be taken to the Extraordinary Meeting 13 February 2008.

11.08am Advisor Mr Ken Edwards left the meeting.

**10. RESOURCES**

The Committee agreed that this issue would be addressed after the Extraordinary Meeting. Action: Clerk to obtain response from HM Customs and Excise.

**11. FINANCE**

It was reported that a duplicate of the ACRE Model B Trust Deed had been requested from the Rural Community Council of Essex for the sum of £10.

11.12am Cllr Bob Villa left the meeting.

**12. THE LEASE**

11.30am Cllr Mrs Janette Potter joined the meeting.

The 'Comments and Proposed Amendments' to the draft CBC Lease were discussed.

11.38am Cllr Bob Villa joined the meeting.

Actions:

- Cllrs Bob Villa, Mrs Janette Potter and John Turkentine to investigate the demarcation plan of the car park area with CBC.
- Adviser Mr Hugh Arnold to obtain Solicitor response.
- Cllrs John Turkentine and Mrs Janette Potter to enquire from Ms Sue Du Val and Mr Paul Chippendale whether the Model B Trust Deed can be incorporated within the lease.

11.45am Cllr Mrs Janette Potter left the meeting. A Member of the Public left the meeting.

The following three agenda points to be carried forward subject to the Extraordinary Meeting 13 February 2008.

**12.1 Condition Survey****12.2 Contamination Survey****12.3 Sub-Lease****13. WORKLOAD ANALYSIS PLAN**

Ongoing.

**14. PLANNING APPLICATION – NEW ON-LINE PLANNING APPLICATION FORM 1AAP**

Ongoing, subject to the outcome of the Extraordinary Meeting 13 February 2008 and favourable site survey reports.

**15. INSURANCE**

*Actions:*

- *Cllrs John Turkentine and Bob Villa to complete AON form. Clerk to provide current GPC insurance detail.*
- *Cllr John Turkentine to check CBC current insurance.*

**16. REVISED REFURBISHMENT PROGRAMME**

Ongoing. It was noted that the Chelmsford scouts had indicated help in the refurbishment of one of the store buildings. This may affect the phased work schedule.

**17. THE REVISED BUSINESS PLAN**

The 7th Draft to be dated 7 February 2008 was reported as being collated. All other matters to be carried forward to the Extraordinary Meeting 13 February 2008.

**17.1 Re-evaluate Revenue Costs**

**17.2 Risk Analysis**

**17.3 Seek sources of alternative funding**

**17.4 Seek Volunteer and in-kind support and sponsorship for refurbishment work and ongoing support activities**

*Actions:*

- *Adviser Ken Edwards to update the Risk Analysis report.*
- *Assistant Clerk to update the Business Plan and circulate to all Committee Members prior to the Extraordinary Meeting.*
- *Assistant Clerk to provide copies of the Model B Constitution to all members of the Committee.*

**18. PROPOSAL TO SET UP THE GALLEYWOOD HERITAGE CENTRE TRUST**

Ongoing, subject to the outcome of the Extraordinary Meeting 13 February 2008.

**19. CONSTITUTION AND PROPOSALS FOR MEMBERS OF SUB-COMMITTEE 'FRIENDS OF THE GALLEYWOOD HERITAGE CENTRE', MEMBERSHIP, CHAIRMAN AND HON PRESIDENT**

*Action: Cllr Potter to organise a working party to discuss.*

*12.07pm Cllr Bob Harman left the meeting.*

**20. AGENDA ITEMS FOR NEXT MEETING**

The Assistant Clerk requested that all requested agenda items be forthcoming by deadline 10.00am 15 February 2008.

The Date of the next meeting was agreed as Thursday, 21 February 2008, 10.00am Ron White Room, Keene Hall.

Apologies received from Cllr Roy Van Tromp – Vacation.

*There being no further business to be transacted,  
The Chairman closed the meeting at 12.11pm  
Minutes taken by Mrs Nicola Caton, Assistant Clerk to  
Galleywood Parish Council*

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*(Signed, Chairman on 21 February 2008)*