

**MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT
COMMITTEE MEETING
HELD ON THURSDAY 20 DECEMBER 2007 AT 10.00 AM
AT THE KEENE HALL, WATCHOUSE ROAD, GALLEYWOOD**

PRESENT **Councillor John Turkentine (Chairman)**
Councillor Bob Harman, Councillor Neville Paul,
Cllr Mrs Janette Potter, Councillor Bob Villa
Advisers Mr Hugh Arnold, Ken Edwards

**MEMBERS OF
THE PUBLIC** Two

IN ATTENDANCE Mrs Nicola Caton, Assistant Clerk to the Council

1. **APOLOGIES FOR ABSENCE** Councillor Roy Van Tromp.
2. **PUBLIC QUESTION TIME** At the Chairman's discretion questions were invited from the members of the public present. The Chairman invited the parishioners present to add to comments received in an email and responded to by the Clerk to the Council on 19 December – Members of the Public declined making further comment.
3. **DECLARATION OF INTEREST** The Committee were informed that Advisers to the Committee do not have to declare interests as Advisers do not have voting rights.
4. **MINUTES OF THE MEETING HELD ON 6 DECEMBER 2007 – AND MATTERS ARISING** The minutes were agreed and signed by the Chairman. The minutes of the Working Parties held on 14 December 2007 and 17 December 2007 were signed. All matters arising to be dealt with under the appropriate Agenda items.
5. **CORRESPONDENCE** A letter from the Chelmsford and District Scout Council dated 18 December 2007 had been received. It was noted that a representative from the Scout Council will be in attendance at the proposed meeting to be held on 16 January.
6. **REVISED REFURBISHMENT PROGRAMME** The Committee were advised to refer to the Working Party notes of 14 December 2007 as to the proposed amendments to the phasing of works. Revised drawings to be available prior to 16 January 2008. It was stated that access to the Depot site had been approved by CBC for the period 21-24 December 2007.
7. **THE LEASE** It was noted that Agenda Items 6.1 and 6.2 were in error and should read 7.1 and 7.2.
 - 7.1 **Conditional Survey** *Action: Ongoing*
 - 7.2 **Contamination Survey** The Committee agreed that quality and service would not be in question as all approached contractors had been recommended by CBC. *Action: Assistant Clerk to collate copies of the quotes identifying costs, summarise and circulate to members of the Committee.*
Action: Letter to CBC requesting a copy of the latest draft lease details. Response deadline 7 January 2008.

8. PLANNING APPLICATION – NEW ON LINE PLANNING APPLICATION FORM

1AAP *Action: Ongoing.*

9. THE REVISED BUSINESS PLAN The Committee was advised of the amendments to the proposed Business Plan.

Action: Advisor Mr Hugh Arnold to collate further comments and reissue.

9.1 Re-evaluate revenue costs *Action: Cllr Bob Harman with Advisers Mr Hugh Arnold and Mr Ken Edwards to form a working party to investigate hiring numbers and accounts, identifying the key factors in the justification of assumptive costings. To advise findings prior to meeting 10 January 2008.*

Action: Adviser Mr Ken Edwards to revise the Risk Analysis.

9.2 Seek sources of alternative funding The following areas of potential funding were discussed:

- Breathing Spaces
- Match Funding
- Awards for All

10.52am A member of the public left the meeting

Further advice on grant funding will be regularly assessed from the "Cover Bulletin" a bimonthly internet information source.

Action: Cllr Mrs Janette Potter to investigate CBC grant funding for disused buildings.

Action: The Committee to ascertain how CBC and the appointed solicitors wish to have their support shown within the Business Plan.

9.3 Seek volunteer and in-kind support and sponsorship for refurbishment work and ongoing support activities

11.01am Cllr Mrs Janette Potter joined the meeting.

It was agreed by the Committee that the invitation of support letters and printed leaflets will be sent to parishioners and all other interested parties after the meeting on 16 January 2008.

11.04am Adviser Mr Hugh Arnold left the meeting.

10. PROPOSAL TO SET UP THE GALLEYWOOD HERITAGE CENTRE TRUST

Action: Ongoing.

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

The Chairman advised that the co-option of Cllr Mrs Janette Potter to the Committee will be ratified at the Full Council Meeting dated 7 January 2008.

Action: Cllr Neville Paul to complete job descriptions for the posts of Chairman, Secretary and Treasurer.

12. REVIEW OF THE PUBLIC MEETING PRESENTATION – 16 JANUARY 2008

The Chairman reported that after taking advice from EALC and NALC a Parish Meeting will be called on the 16 January 2008. An agenda inviting members of the public to attend will be issued 3 January 2008. Cllrs Bob Villa and John Turkentine will continue to inform the Committee as to the status of the draft power point presentation. It was agreed that once collation of the public response to a circulated questionnaire was obtained Cllrs will be duly informed of the results of any comments so that they can make an informed decision with regard to funding the project.

Action: Cllr Neville Paul to collate anticipated questions. The date of a working party meeting to be agreed prior to next full Committee meeting 10 January 2008.

13. AGENDA ITEMS FOR THE NEXT MEETING *Action: Members to advise.*

14. DATE OF NEXT MEETING – 10.00am Thursday 10 January 2008 – The Hall - Keene Hall.

Meeting closed at 11.18am

Minutes taken by Mrs Nicola Caton – Assistant Clerk to Galleywood Parish Council

<p>.....</p> <p>Signed, Chairman</p> <p>.....</p> <p>Dated</p>
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