

**MINUTES OF GALLEYWOOD HERITAGE CENTRE PROJECT
COMMITTEE MEETING
HELD AT THE KEENE HALL, GALLEYWOOD
ON THURSDAY 19 JUNE 2008 AT 10.00AM**

***This document is the Assistant Clerk's record of the Committee Meeting.
Formal acceptance will take place at the next Committee Meeting.***

1. RECORD OF THOSE PRESENT

Cllr John Turkentine (Chairman), Cllr Robert Harman, Cllr Neville Paul and Cllr Roy Van Tromp.

2. APOLOGIES AND REASONS FOR ABSENCE

Cllr Mrs Janette Potter – Prior engagement.

Cllr Bob Villa – Vacation.

Mr Hugh Arnold – Adviser – Vacation.

Mr Ken Edwards – Adviser – Expertise not required.

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

Cllr Neville Paul declared a personal interest in relation to any issues concerning Chelmsford Scouts.

4. PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

No members of the public were present.

5. MINUTES OF THE MEETING HELD ON 6 JUNE 2008, MATTERS ARISING AND NOTES OF WORKING PARTIES HELD

The Minutes were proposed as a true record of the meeting by Cllr Robert Harman, seconded by Cllr Roy Van Tromp, and agreed. The Chairman signed the minute book.

Matters Arising

5.1 Survey Reports The Committee were informed that a meeting with The Barnard Partnership - Architects and Surveyors, took place on 10 June 2008. The matter to be further discussed at Agenda item 6. Cllr Mrs Janette Potter is liaising with CBC environmental officers as to the contamination report.

5.2 Planning Application Completed and approved by CBC on 17 June 2008. See agenda item 8. Work continues on the signing of the Lease with the CBC Legal Department.

5.3 Finance The Committee were informed that Cllr Robert Harman and the Clerk were to report accounts to the Finance and Resources Committee on 19 June 2008 at 7.00pm.

5.4 Review of Programme Plan

- The recommendation that GPC become a member of the RCCE will be heard at the Finance and Resources Committee Meeting on 19 June 2008 7.00pm.
- In the absence of Mr Hugh Arnold – Adviser, Charitable Trust issues will be held over to the 3 July 2008 Committee meeting.
- The Assistant Clerk confirmed that the AON insurance quotation had been revalidated.

5.5 Publicity Cllr John Turkentine reported that a website address had been registered and that a biennial fee of £8.50 would be payable. Host costs amounted to £33.49. Cllr Neville Paul proposed payment of the necessary fees, seconded Cllr Robert Harman. All present agreed.

6. REPORT ON THE MEETING WITH ARCHITECTS HELD ON 10 JUNE 2008

A letter received from the Architects reporting the meeting was discussed.
Action: Committee to seek a meeting with a Building Control/Fire Officer to check building escape routes. The stated Architects rates were reported to the Committee.

Actions:

- *Clerk to invite two further quotes from local RIBA and CDM qualified Architects with a response deadline of 10 days.*
- *Committee to seek approval for preliminary architects' fees for attendance at site at the Finance and Resources Committee Meeting 19 June 2008.*

7. CORRESPONDENCE

7.1 Site Meeting Cllr John Turkentine reported that a meeting with Mr Bill Hamblin – Chairman of the District Scout Council Gang Show and Fellowship had taken place on site on 17 June 2008. The Committee was informed that the state of repair was of some concern. The following matters have been reported to CBC for review:

- Shed Access – No available key.
- Lighting not working.
- Detached guttering.
- Water accumulation in the concrete apron to the front of the property.
- Faulty drain cover by entrance.

7.2 Friends Event – Sounds of Summer Friends of the Galleywood Heritage Centre evening event to be held on 28 June 2008 at Farthings on the Common (by kind permission of Cllr Bob Villa and Mrs Val Villa) introducing Linda Pierce 'Galleywood's own nightingale' £10 per ticket including supper.

8. PLANNING APPLICATION

Action: Assistant Clerk to forward conditions of approval to all Committee members.

9. REVIEW OF PROGRAMME PLAN v 3.1 dated 8 June 2008 was discussed and amended accordingly.

9.1 Programme

- *Assistant Clerk to forward copies of the Health and Safety Executive (HSE) guide for clients on the Construction (Design and Management) Regulations 2007 and the Summary of Duties under the CDM 2007 regulations to all Committee members.*

9.2 Survey

- *Cllr John Turkentine to investigate current certification on electrical works undertaken on public buildings.*
- *Cllr Mrs Janette Potter to report to the Committee on the Contamination surveys.*

9.3 Detailed Building Design details

- *Cllr John Turkentine to amend the Programme Plan and require detailed designs to be completed by end July.*

9.4 Charitable Trust

- *Mr Hugh Arnold – Adviser to contact CBC with regard to the 20% discretionary rate relief to Village Hall Charities.*
- *Mr Hugh Arnold – Adviser to report on the appointment of Secretary to the Trustees.*

9.5 Friends of the Heritage Trust Cllr John Turkentine proposed that all grant applications should be applied for under the Friends remit, seconded Cllr Robert Harman. All agreed.
Action: Cllr John Turkentine to forward details from Viridor and the Community Initiative fund for specific grant requests ie a commercial use kitchen installation, PA system or projector.

9.6 Lease

- Cllr John Turkentine to liaise with CBC Legal Department with regard to a date for signature.
- Mr Hugh Arnold – Adviser to liaise with CBC and the Land Registry with regard to Land Registration.

9.7 Building Project

- Cllr John Turkentine and builder to discuss updating the Volunteers on progress to date.

9.8 Scouts

- Mr Hugh Arnold – Adviser and Cllr John Turkentine to consult with Cllr Neville Paul on the terms and conditions of the letting of garage storage space to the Scouts.
- Committee to further discuss the proposal of a ‘Tenancy at Will’
- Any proposed income from the Scouts to be included in the Business Plan.

9.9 GPC

- Cllr Robert Harman to discuss with Mr Hugh Arnold – Adviser the transfer of funds from GPC to the Heritage Investment Account.
- Appoint signatories to the Lease.

9.10 Publicity

- GPC to promote the Heritage Centre in the Essex Chronicle ‘Village of the Week’ article 17 July 2008.

10. FRIENDS OF THE HERITAGE CENTRE

See Agenda items 7.2 and 9.5.

11. ENQUIRIES FOR HOLDING EVENTS AND OR MEETING ROOM HIRES

Cllr John Turkentine reported that the Galleywood Art Club would be interested in holding an art exhibition at the Centre. All current indications show that the venue will be popular. *Action: Assistant Clerk to table an agenda item at the next meeting – Opening Date.*

12. ANY OTHER BUSINESS

The Committee discussed current national financial and economic trends with regard to budgetary costs.

13. CONFIRM DATE OF NEXT MEETING

Thursday, 3 July 2008, at 10.00am.

*There being no further business to be transacted,
 The Chairman closed the meeting at 11.45pm
 Minutes taken by the Assistant Clerk to Galleywood Parish Council*

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 (Signed, Chairman on 19 June 2008)