

**MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT  
COMMITTEE MEETING  
HELD ON 2 APRIL 2007 at 10.30 am  
AT THE KEENE HALL, WATCHOUSE ROAD, GALLEYWOOD**

**PRESENT** Cllr Turkentine (Chairman) with, Cllr R Harman, Mr E Hawkins, Cllr N Paul, Cllr Mrs J Potter, and Cllr R Villa

**IN ATTENDANCE** Mrs N Caton, Assistant Clerk to the Council

1. **APOLOGIES FOR ABSENCE**  
Cllr R Harman, Mr K Edwards and Mr H Arnold.
2. **MINUTES OF THE MEETING HELD ON 26 APRIL 2007 AND ANY MATTERS ARISING** The minutes were agreed and signed by the Chairman
3. **CORRESPONDENCE** None
4. **AGREE TERMS OF REFERENCE**  
The proposed Terms of Reference be amended as follows:
  - o Item 6 be revised *Action : N Paul to advise Chairman and Clerk of agreed amendment detail.*
  - o The Addendum be revised to list Councillors alphabetically and then Advisors alphabetically
5. **REPORT BACK FROM INFORMATION RECEIVED FROM CBC ARCHITECTS DEPARTMENT** Deferred to follow on Working Party meeting
6. **PROGRESS OF THE BLF GRANT APPLICATION** A draft grant application (F) was circulated 1 April 2007. All matters deferred to the Working Party meeting.
  - 6.1 **LETTER TO STAKEHOLDERS** A draft letter has been completed and it was agreed to issue concurred documentation as soon as possible. Deferred to Working Party meeting.
  - 6.2 **APPLICATION FORM AND LEASE** At the 28 March 2007 meeting with CBC (S De Val) it was agreed that the application clause 2.45 (the first box re – leasehold interest) should be ticked. Finance was agreed but not the Lease Terms. The Lease would not be signed until the second part of any grant was acquired. It was agreed that the meeting with CBC scheduled 4 April 2007 should further clarify the Leasing terms and that CBC should agree to an assignment value of the property - which would form the basis of asset valuation. It was also agreed that the Heads of Terms be discussed with regard to who should have access.
  - 6.3 **FINANCE/PROJECT BUDGET** Circulated financial figures were deferred to the Working Party meeting.

***The Committee reverted back to Agenda Item 4 and made the following comments:***

**TERMS OF REFERENCE**

Item 6 – Further clarification was made with regard to a Parish Councillors’ attendance at all Working Party meetings. It was agreed that in the absence of the nominated Councillor the Chairman of the Parish Council or Vice Chairman would attend.

*Action: N Paul to advise Chairman and Clerk of agreed amendment*

**7 DATE OF NEXT MEETING – MONDAY 23 APRIL 2007 AT 10.30**

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There being no further business to be transacted  
The Chairman closed the meeting at 11.20 am.

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Signed, Chairman

23 April 2007

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Dated

Minutes taken by Mrs N Caton, Assistant Clerk to Galleywood Parish Council