

**DRAFT MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT  
COMMITTEE MEETING  
HELD ON MONDAY 4 JUNE at 10.00 am  
AT THE KEENE HALL, WATCHOUSE ROAD, GALLEYWOOD**

**PRESENT**                    **Councillor J Turkentine (Deputy Chairman)**  
Councillor R Harman, Councillor N Paul,  
Councillor R Villa.  
Advisers Mr H Arnold, Mr K Edwards

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

1. **APOLOGIES FOR ABSENCE** – Councillor Janette Potter and Councillor Roy Van Tromp. Adviser Mr T Hawkins
2. **MINUTES OF THE MEETING HELD ON 23 APRIL 2007 AND ANY MATTERS ARISING** The minutes were agreed and signed in the absence of the Chairman by Councillor John Turkentine  
**2.1 MATTERS ARISING – Review of Working Groups**  
Lease Working Group – *Action A meeting be scheduled with Mr Graham Bearman CBC to confirm the buildings specified within the leasing documentation.*  
*Action Councillor Janette Potter to report to the Committee with regard to the arrangement of a meeting with Chelmsford Borough Council Highways Office with regard to the current access road.*
3. **CORRESPONDENCE**
  - 3.1 **BLF Community Buildings – Acknowledgement of first stage Application – 22 May 2007 Reference CBS/1/010257461** – It was reported to the Committee that acknowledgement of the first stage application to the BLF had been received on 18 May 2007. Upon completion of the assessment of this stage one application a member of staff would contact the Committee for more information
  - 3.2 The Committee was informed that a cheque in the sum of £1,400 had been received 25 May 2007 from the Essex County Council Initiative Fund, a grant awarded to cover the cost of the Heritage Project Committee Feasibility Study
  - 3.3 **Chelmsford Scout Council - Ex Council Depot Galleywood Common – Letter dated 18 May 2007** It was reported that an enquiry with regard to the possible lease or rent of the two garage blocks within the proposed Heritage Centre complex had been made by the Chelmsford Scout Council. Receipt of this letter was acknowledged by the Clerk to Galleywood Parish Council on 22 May 2007. It was agreed that this letter of support should be drawn to the attention of the BLF in the event that the GPC are invited to prepare a stage two application and would be a good source of income. *Action: A letter to be sent to the Chelmsford Scout*

*Council stating support in principle to the idea and the proposal would be ongoing lease negotiations with CBC. Clerk*

4. **PLAN B** Following the informal meeting held on 21 May 2007 (notes attached) the Committee agreed to investigate a fallback plan which could possibly be adopted if the BLF grant application was not successful. In such a situation it was proposed to carry out a minimum amount of work on the building to make it habitable and meet essential Health and Safety requirements and meet the stringent Disability Discrimination Act guidelines. *Action: A meeting with Neil Smith CBC to be arranged with regard to the minimum requirements that would be necessary.* The storage conditions for archive documentation and the consideration of temperature fluctuations and humidity would need to be addressed. It was reported that although the alarm system was fully functional that extra security window bar installation should be considered. Toilet facilities were adequate. It was agreed that a list of works should be drawn up to accommodate the five identifiable levels of property use. Provisional Storage. Small Scale Working, Visits and Viewings. Exhibitions and finally Full Access to the Public. A feasibility study on this basis would provide a pro-rata approach to the list of works and identify timely budgetary need.

The identification of a 19 Point Action plan issued after the working party meeting dated 21 May 2007 was discussed and it was agreed that this document be listed under Attachment One. These notes would identify the project management strategy and would clearly define the list of minimum requirements, determine use and how to achieve maximum use of budget and resource. It was agreed that this document would act as a clear indicator as to any possible smaller grants that could be applied for on an adhoc basis as time progressed.

It was reported that the value of engaging local businesses and advisers at key points in the list of works would potentially greatly reduce costs and that a list of suitable businesses and advisers be drafted with the possibility of a site visit. It was envisaged that the £15,000 initial funding would provide the materials for the project. *Action: Contact the original Architects who were consulted on the feasibility study to suggest actions of work adequately timetabled.*

It was agreed that the proposal of a Plan B to the Full Council Meeting should not be made at this time and that the reported minutes be forwarded. Until such time that the grant application result is known a best and worst case scenario Business Plan should be considered.

It was agreed that the Committee report of the Full Council Meeting that in the event that the Committee were not successful in obtaining the BLF grant that in principle the Committee would explore Attachment One

5. **LEASE** It was reported that four options had been submitted to the BLF if grant application was unsuccessful (Section 3 2.1). Documentation of the second stage sample application had been obtained via RCCE in which a Business Plan requiring a submission in detail. *Action It was agreed that an informal meeting with Sue Du Val and R Whitehead was required to ascertain if the same terms of lease and conditions would be agreeable to*

*CBC in case of a Plan B Adoption. The provision of a Break point for Plan B to be discussed to protect both parties (see Attachment One conditions). Action: Committee to arrange a meeting with Borough Architect and Legal Department*

The Committee discussed the Estimated Expenditure Year 1 to 3 and amended figures accordingly (See Attachment 2). *Action Adviser H Arnold to amend and circulate.* It was agreed that the amended projected figures gave a good account of the proposed running costs with a contingency fund of £10,000.

The Committee discussed the question of Rates payable on the property whether held by Parish Council or Charity. A Business Rate would be payable by Galleywood Parish Council so the possibility of subletting to an established Charity would be advantageous. The current rateable value of the Depot is yet to be assessed and reported to the Committee.

A proposed Plan B would make the assumption that a Charity would be the positive consideration from day one lease determination. Plan A (BLF grant) would be under the assumption that the Parish Council take this stance.

The question as to terms of subleasing would have to be agreed under Plan A and Plan B with regard to the letter of correspondence from the Scouting Association.

Action: Advisor H Arnold to research the terms and conditions under the creation of a Charity and forward his report for the next meeting.

**6. TIMES AND DATES OF INFORMAL MEETINGS AND COMMITTEE MEETINGS** The date of the next working party meeting was provisionally set for 10.00am Monday 18<sup>th</sup> June 2007. (Adviser H Arnold giving apologies due to vacation). The next meeting Committee Meeting was agreed as 10.00am Monday 25 June 2007

There being no further business to be transacted  
The Chairman closed the meeting at 11.27am

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Signed, Chairman

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Dated