

**MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT
COMMITTEE MEETING
HELD ON THURSDAY 27 SEPTEMBER 2007 AT 10.00 AM
AT THE KEENE HALL. WATCHOUSE ROAD, GALLEYWOOD**

PRESENT**Councillor John Turkentine (Chairman)**

Councillor Bob Harman, Councillor Neville Paul

Councillor Janette Potter, Councillor Roy Van Tromp

Adviser Mr Ken Edwards

IN ATTENDANCE Mrs Nicola Caton, Assistant Clerk to the Council

1. **APOLOGIES FOR ABSENCE** Councillor Bob Villa and Adviser Mr Hugh Arnold
The committee agreed to address Item 5.4 on the Agenda as Cllr Janette Potter had to leave the meeting early for a prior commitment.

5. **THE LEASE**

5.4 Signing of the Lease Cllr Janette Potter informed the Committee that a meeting with Mr Paul Chippendale – CBC Corporate Property Officer had raised the issue of rental space. It was agreed that under the Heads of Terms only rentals less than a period of 6 months should be considered and would give flexibility of use to the premises. Periods in excess of 6 months would be subject to the requirement of a license. It was discussed that the flexibility of use of the Heritage centre was paramount and it was felt that the name of the Centre gave adequate scope to encompass a variety of potential. The rateable value of the site is still being progressed by CBC who will inform GPC of any conclusion.

It was reported that GPC would possibly require independent insurance from that of CBC's current arrangement. *Action: CBC to inform GPC of current insurance company and whether GPC could possibly take over a proportion of that insurance.* Concern over the security of the adjoining premises The Stables Nursery was raised.

The Committee agreed that Cllr Janette Potter request that CBC give agreement to a public site visit. Committee members were in agreement that GPC would recompense any cost to CBC staff for attendance at the site visit which would be managed in a safe and orderly manner and in small public groups. If an internal visit was not possible an external viewing would be requested.

In conclusion Cllr Janette Potter stated that Mr Paul Chippendale is agreeable in continuing to aid GPC with any comment or questions relating to the Heritage Lease.

10.12am Cllr Janette Potter left the meeting

2. **MINUTES OF THE MEETING HELD ON 30 AUGUST 2007** The minutes were agreed and signed by the Chairman.

3. **FORMALISE AND SIGN ALL NOTES OF ALL WORKING PARTY MEETINGS**

The minutes of the Working Party Meetings held on the following dates were agreed and signed by the Chairman

- 3 September 2007 – Working Party Notes
- 5 September 2007 – Notes of Meeting with CBC – Lease Agreement
- 10 September 2007 – Working Party Notes
- 14 September 2007 – Notes of Meeting with CBC – Architects Department
- 17 September 2007 – Working Party Notes
- 24 September 2007 – Working Party Notes

It was agreed that all actions and matters arising from these minutes would be discussed as per the ongoing task schedule drafted by the Assistant Clerk at the end of the meeting.

4. **CORRESPONDENCE** It was reported that a letter dated 17 September 2007 had been sent by Adviser Mr Hugh Arnold to Mr David Perry Partner Messrs Wortley Redmayne and Kershaw requesting advice regarding the CBC Heads of Terms.

5. **THE LEASE**

5.1 **Solicitor's comments on draft Heads of Terms** It was reported that no response had been received from Messrs Wortley Redmayne and Kershaw.
Action: Adviser Mr Hugh Arnold to circulate upon receipt.

5.2 **Review of phased refurbishment programme requirements obtain revised costings for rescheduled building work from CBC Architects**

Copies of the four proposed phases of building refurbishment were circulated to all Committee Members for comment. The following points were raised:-

Phase 1 – To provide clean and managed 2 storage rooms, 2 meeting rooms, kitchen, toilet block and main hall.

Phase 2 - Concern was raised over the Phase 2 Works with regard to the percentage of internal building area given over to the proposed Tea Room. It is proposed that this area would however be reduced in Phase 3 and at Phase 2 would be used multi-functionally with removable tables and chairs for flexibility of use providing an advertising area for future works. It is envisaged that the Friends of the Heritage Centre would run the Tea room on a voluntary basis and that this facility would never be considered as a private commercial business.

Should a concertina wall be considered between the Tea Room area and the Main Hall to allow more flexibility of use?

The external lean-to proposal of demolition – to be reconsidered as an outdoor area of coverage for public use.

Toilet Area – Is this accessible and suitable for disabled use? - revise the door access from the main hall.

Concern that Meeting Room A is only accessible via Meeting Room B. Would an external entrance to Meeting Room A be possible?

Phase 3 – Complete the final layout and maximise the buildings flexibility of function to the community. It was proposed that the meeting room facilities could be utilised as the meeting place and Headquarters of the Friends of the Heritage Centre as well as providing groups within the community with a social

meeting place. Humidity controlled storage was discussed for archive documentation use within one of the specified storage areas the remaining storage area to be used for equipment, tables and chairs.

Toilet facilities – Concern was shown over the limited toilet facilities. It was discussed that further facilities could be installed at a later date within outer buildings to the Main function facility.

Conclusion – It was agreed that the phased plans were well thought through by the CBC Architects given the building layout and utility services already in place and that no further redraft at this stage was required. However, it was suggested that an indication of any future costings of layout changes could be requested from Mr Neil Smith CBC Architect in his professional opinion should alternatives become available. *Action: Chairman and Assistant Clerk to draft a letter to Mr Neil Smith requesting phased costings.*

5.3 Re-establish initial uses for the Centre. Carryout market research to assess potential revenue for hiring out facilities and resources

The Committee agreed that Public consultation as to how the Centre should be used would be key to its success. A consensus of opinions should be invited and suggestions pooled for market research at the Public Meeting. *Action: The Marketing and Promotions Working Party to meet and discuss 10.00am 28.09.07. Chairman, Cllr Bob Harman and Adviser Mr Ken Edwards.*

5.4 Signing of the Lease Previously minuted.

6. CONSTITUTION AND PROPOSALS FOR MEMBERS OF SUB-COMMITTEE 'FRIENDS OF GALLEYWOOD HERITAGE & COMMUNITY CENTRE'

The second copy draft of the proposed Rules for a Sub-Committee of Galleywood Community & Heritage Centre Committee "The Friends" was circulated to the Committee by Adviser Mr Hugh Arnold. It was agreed that the Committee should discuss this matter further when Adviser Mr Hugh Arnold could be present and could give further instruction. A copy of the Hylands House Constitution had been obtained by Cllr Janette Potter for circulation to the Committee.

7. PROPOSAL TO SET UP THE GALLEYWOOD HERITAGE CENTRE TRUST

The Committee agreed that a Trust could not be established until the Heritage Centre was a viable entity. It was envisaged that a 3 to 5 year timeline was required.

8. THE REVISED BUSINESS PLAN It was agreed that the Business Working Party continue to work toward a comprehensive Business Plan based on the BLF application. The revised Plan will be submitted to CBC Cabinet and incorporate reports on the following.

5.1 Re-evaluate revenue costs

5.2 Seek sources of alternative funding

5.3 Seek Volunteer and in-kind support and sponsorship for refurbishment work and ongoing support activities.

The committee agreed to discuss the ongoing Task Schedule and report. *Action: Assistant Clerk to amend, update and circulate revised copy – Attachment 1 supportive document to the main minutes.*

9. PUBLIC MEETING DATE The Committee agreed a date for the Public Meeting of 7 November 2007 8.00pm. The Chairman of the Committee agreed to be the lead speaker for the evening. The format will provide a brief presentation, a refreshment break, a Q and A session and a period of relaxed informal social time

when volunteers may come forward and expressions of support may be taken. It was agreed that the meeting would be an ideal vehicle to test reaction to the Heritage Centre phased proposal and a leaflet stimulating support would be available which would contain a brief history of the project and pictures. It is required that Public Support be obtained prior to signing any proposed lease.

10. DATE OF NEXT FULL MEETING – 10.00am Friday 26 October 2007. Working Party Meetings to continue on Monday mornings 10.00am.

*Meeting closed at 12.01pm
Minutes taken by Mrs Nicola Caton – Assistant Clerk to Galleywood Parish
Council*

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Signed, Chairman
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Dated