

**MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT
COMMITTEE MEETING
HELD ON THURSDAY 30 AUGUST 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 Bob Villa

Adviser Mr Hugh Arnold

IN ATTENDANCE Mrs Nicola Caton, Assistant Clerk to the Council

1. **APOLOGIES FOR ABSENCE** Councillor Roy Van Tromp and Adviser Mr Ken Edwards.
2. **MINUTES OF THE MEETING HELD ON 26 JULY 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 Meeting hold on Monday 20 August 2007 were amended to include the proposal raised to push back the Public Meeting to later in October and that it had been considered that a Project Manager as well as a Building Project Manager would be appointed. *Action: Assistant clerk to attach annotated comments to the original minutes.*
4. **CORRESPONDENCE** It was noted that a letter had been received from the BLF stating that the Project Committee had been unsuccessful in its bid for Lottery Funding.
5. **DECISION OF THE BLF ON THE GRANT APPLICATON**
 - 5.1 **Lessons to be learned for the future** It was reported that although unsuccessful in the BLF grant the Committee remain positive in working toward utilising the proposed site. The 10 year vision to provide a social centre for Galleywood could still be achieved and brought to fruition. The viability of a proposed phased approach to the project would create automatic breakpoints in the centres development and maximize all the potential of the site and its location. The Committee were informed that applications to the BLF had been oversubscribed twelve fold.
 - 5.2 **What we did right** The Committee stated that the Business Plan incorporated within the application was sound. The application was specifically geared toward providing the community with a facility for social clubs and groups, historical archive, biodiversity projects and a valued social centre. All areas were correctly completed and the form filled to all required specification.
 - 5.3 **What we did wrong** The BLF indicated that despite a comprehensive application the "project is not sufficiently broad in scope".

6. ROUTE TO ACHIEVE THE ORIGINAL OBJECTIVE TO ESTABLISH THE GALLEYWOOD HERITAGE CENTRE

6.1 Signing of the lease on the unoccupied part of the CBC depot site on The Common

The Chief Executive of CBC has been informed of the unsuccessful application of the BLF grant but is keen to go ahead with the signing of the lease as agreed at the CBC Property Meeting on Thursday, 23 August 2007. Mr Paul Chippendale newly appointed CBC Corporate Property Officer has now been informed of the history behind the sites proposed lease and would be sending a letter of clarification together with Heads of Terms to the parish within the next two weeks. The rateable value of the site is still to be advised. *Action: Cllr J Potter to enquire status.*

6.2 Review of the building refurbishment programme requirements.

Obtain revised costings for rescheduled building work from CBC

Architects It was agreed that Mr Neil Smith – CBC Architect should now be approached to provide the necessary detail which was required for any further movement on the Business Plan. The visualisation of the proposed image of the centre was highlighted as a key factor in the positive move forward of the project. The Chairman proposed that the quote of £650 + VAT should be accepted and that the Committee raise the order for Neil Smith to continue his schedule of work. The proposal was seconded by Cllr Neville Paul and unanimously agreed by all members of the Committee. *Action: Chairman and Assistant Clerk to contact Mr Neil Smith with instructions to proceed.*

6.3 Proposal to set up the Galleywood Heritage Centre Trust

The benefits of the creation of a possible Charitable Trust were discussed. It was reported that legislation on Trustees and Charities was changing and that until such point that clarification and terms were issued the formation of a Trust would be held over. *Action: Adviser Mr Hugh Arnold to monitor and advise.*

6.4 Proposal to launch The Friends of Galleywood Heritage Centre It is proposed to launch The Friends of Galleywood Heritage Centre at the Public Meeting to be held at the end of October 2007.

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

It was agreed that a phased approach to the development of the site would encourage use of the smaller site rooms initially. The proposed leaflets availability at the Public Meeting would further encourage public interest. *Action: Cllr Bob Harman to initialise first draft.*

The proposal that a Marketing and Promotions Working Party be set up was agreed. *Action: Cllr Bob Harman, Cllr John Turkentine and Adviser Ken Edwards (subject to consent as absent from meeting) Action: Chairman to contact Adviser Mr Ken Edwards.*

The possibility of a site visit by members of the Committee was discussed. *Action: Cllr J Potter to request a visit from CBC prior to the date of the public meeting.*

Full and thorough preparation for the public meeting was discussed. *Action: Cllrs to provide Cllr Neville Paul with any points to be raised (Copy Assistant Clerk).*

It was agreed that during the Committee members' site visit photographs should be taken for a public slide show. *Action: Chairman*

7. THE REVISED BUSINESS PLAN It was agreed that a wider scope of brief was required and be revised. *Action: Chairman to meet with Cllr Ian Grundy -*

CBC Cabinet Member for Technical Services and Nick Evely – CBC Director of Finance, to ascertain the worth and detail of the plan at this stage.

7.1 Re-evaluate revenue costs The basic expenditure costs were discussed and budgeted figures were held to be realistic. *Action: Cllr Bob Villa to send copy of the finance table to the Leasing Works Party – Cllr Janette Potter, Cllr John Turkentine, Cllr Bob Villa and Adviser Mr Hugh Arnold.*

7.2 Seek resources of alternative funding It was discussed that any possible future alternative funding would be monitored and reported back to the Committee. *Action: Chairman.*

7.3 Seek Volunteer and in-kind support for refurbishment work and ongoing support activities The Committee discussed the proposal to create a 'Friends' sub-Committee. *Action: Terms of reference to be decided.* The groups main initiative would be to promote the project, fund raise and advertise events. *Action: Cllr Janette Potter to draft a new project logo and letterhead*

Action: Cllr Janette Potter and Adviser Mr Hugh Arnold to obtain a copies of local 'Friends' Constitutions.

Action: Assistant Clerk to circulate a spreadsheet of listed actions to be completed.

8. PRESS RELEASES

8.1 Format and Content It was agreed that the Heritage Committee Minutes published to Notice Boards and Galleywood Parish Council Web link would advise the public of any matters to hand.

8.2 Public Meeting date The Committee agreed to hold a Public Meeting – Date to be agreed.

9. DATE OF NEXT MEETING 10.00 am Thursday, 27 September 2007

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Signed, Chairman
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Dated