

**MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT
COMMITTEE MEETING
HELD ON THURSDAY 26 JULY at 10.00 am
AT THE KEENE HALL, WATCHOUSE ROAD, GALLEYWOOD**

PRESENT **Councillor John Turkentine (Deputy Chairman)**
Councillor Bob Harman, Councillor Janette Potter,
Councillor Bob Villa.
Advisers Mr Hugh Arnold, Mr Ken Edwards

IN ATTENDANCE Mrs Nicola Caton, Assistant Clerk to the Council

1. **APPOINTMENT OF CHAIRMAN** Cllr Mrs Janette Potter had previously indicated that due to her significant commitments as Borough Councillor and Cabinet Member for the Environment, she could no longer be available to serve as Chairman of the Galleywood Heritage Centre Project Committee. Cllr John Turkentine was proposed as Chairman by Cllr Bob Villa. The proposal was seconded by Cllr Bob Harman. The proposal was carried unanimously.
2. **APOLOGIES FOR ABSENCE** – Councillor Neville Paul and Councillor Roy Van Tromp.
3. **MINUTES OF THE MEETING HELD ON 25 JUNE 2007 AND ANY MATTERS ARISING** The minutes were agreed and signed by the Chairman.
 - 3.1 **Chelmsford Scout Council – Ex Council Depot Galleywood Common – Letter dated 18 May 2007** Cllrs were informed that a letter of response from the Clerk had been sent 27 June 2007. Copy to all Cllrs provided.
 - 3.2 **Exhibition** It was reported that GPC Cllrs John Turkentine and Bob Villa did not attend the Galleywood Common Exhibition Event on 7 July 2007 in an official capacity to promote GroW and Greening Galleywood.
 - 3.3 **Time and Dates of Informal Meetings and Committee Meetings** The timetable of data was agreed.
4. **CORRESPONDENCE**
 - 4.1 **Letter of Committee Member Resignation** A letter of resignation from Mr Ted Hawkins due to ill health was reported as being received. *Action: Clerk to acknowledge and send a letter of thanks and appreciation.* It was noted that Mr Ted Hawkins had indicated that he would be prepared to act as an ad hoc adviser as required.
 - 4.2 **Leasing Garage Space** The Committee were informed that an email from Mr Bill Hamblin of the Scout Council had again requested the Leasing of Garage Space. Clerk to GPC responded 23 July 2007 that we would not be in a position to progress the matter at this time.

5. **LEASE OF THE CBC DEPOT** A copy of a letter to Ms Sue De Val – Legal and Democratic Services Manager CBC dated 3 July 2007 was discussed. *Action: A letter from the Chairman of the Committee to Mr Steve Packham – Chief Executive CBC to be drafted and sent at the end of August with a copy of the original letter to Sue De Vals letter as above.*

6. **BUSINESS PLAN FOR PRESENTATION BY SUE DE VAL TO CBC MEMBERS** The Committee were advised that a CBC Cabinet report will decide whether the lease terms will go ahead. It was agreed that the preparation of the proposed Business Plan to support the application would continue in development should the date of the Cabinet report be brought forward.

The following amendments were agreed:-

Annexe One - The Project Team. It was agreed that Project Team members skills should be included together with expertise and experience. *Action: Hugh Arnold to collate and report.*

Front cover sheet - GPC logo should be smaller in size. *Action: Amend.*

Account Figures – It was felt that more guidance from the Working Party should be forthcoming and was a matter of priority in determining the choice of ultimate Plan A or Plan B Development.

Notes on Heritage Working Party – The amendments to the Business Plan as minuted were agreed for implementation.

Plan B Notes Initial costings for works materials were agreed. The meeting with Neil Smith Tuesday 10 July 2007 to assess finances on a phased basis was discussed. With correct expertise in place it was agreed that project viability was good.

Working Parties It was agreed that the working parties continue research into the sustainability, resources, financing and marketing of the Heritage Centre proposal.

It was reported that any decision made by the BLF would be known at the end of August and that a clear strategy of how to proceed to satisfactory conclusion would be made at that time.

Conclusion - Clearly the success or otherwise of obtaining the BLF Stage One Development Grant will significantly influence the decision as to which way to progress the project. The following was therefore agreed:-

- If the Stage One grant is **not** received
It is unlikely the Committee would wish to embark on any Stage Two application, however the Committee would continue to work on Plan B
- Either way, we should endeavour to sign the lease as soon as practicable after the BLF Stage One decision and therefore:-
If Stage One grant **is** received – the signing of the lease with no break clause but with an understanding with CBC with regard to cancellation
If Stage One grant **is not** received – the signing of the lease with a break clause after 3 years.
- Once the lease is signed, promotion of the project can be undertaken. This would enable a better assessment of the potential income from hiring and other events as well as from sponsors, donations and “Friends” activities.

It was reported that a successful Stage One application would have to be accepted within a two week period after notification.

7. **DEVELOPMENT OF "FRIENDS OF THE GALLEYWOOD HERITAGE CENTRE"** It was agreed that two areas of expertise should be addressed. Fund Raising and Business Advice. *Action: Adviser Hugh Arnold to obtain a "Friends" model package and a flyer requesting volunteer aid and an article placed in the Galleywood Grapevine to be drafted. GPC approval to be obtained..*
8. **ESTABLISH POTENTIAL DONORS/VOLUNTEERS** *Action: To be addressed at the public meeting. Volunteer forms to be placed on seats for offers of help. Inclusion of a questionnaire.*
9. **FOUNDATION OF CHARITABLE TRUST** This must be formed immediately upon signature of the lease. *Action: Obtain documentation on how this should be done. GPC to discuss the proposal at the Full Council meeting on 3 September 2007.*
10. **PUBLIC MEETING DATE (PROPOSE WEDNESDAY 3 OR WEDNESDAY 10 OCTOBER AT 8.00PM)** It was agreed that Wednesday 3 October at 8.00pm was the preferred date. *Action: Engage a speaker to promote the proposed plans for the Depot.*
- 11.37am *Hugh Arnold left the meeting*
11. **DATE OF NEXT MEETING** Working Group Meeting Monday 13 August 2007 to discuss:- The Public Meeting, Finance Progress and Plan Decision Flowchart. Full Committee Meeting Thursday 30 August 2007 10.00am. It was agreed that all Full Committee Meeting Agendas should include an item to formalise and sign all notes of any Working Party meetings. *Action: Assistant Clerk*

There being no further business to be transacted
The Chairman closed the meeting at 11.45am

<p>.....</p> <p>Signed, Chairman</p> <p>.....</p> <p>Dated</p>
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