

**MINUTES OF GALLEYWOOD HERITAGE CENTRE PROJECT COMMITTEE MEETING**  
**HELD AT THE KEENE HALL, GALLEYWOOD**  
**ON THURSDAY 3 JULY 2008 AT 10.00AM**  
*This document is the Assistant Clerk's record of the Committee Meeting.*  
*Formal acceptance will take place at the next Committee Meeting.*

**1. RECORD OF THOSE PRESENT**

Cllr John Turkentine (Chairman), Cllr Robert Harman, Cllr Neville Paul, Cllr Mrs Janette Potter, Cllr Roy Van Tromp and Cllr Bob Villa.

**2. APOLOGIES AND REASONS FOR ABSENCE**

Mr Hugh Arnold – Adviser – Prior commitment

Mr Ken Edwards – Adviser – Vacation

**3. DECLARATION OF INTEREST (EXISTENCE AND NATURE), WITH REGARD TO ITEMS ON THE DECLARATION OF INTEREST**

Cllr Bob Villa declared a personal interest as Chairman of the Galleywood Common Association, and Cllr Neville Paul declared a personal interest in relation to any issues concerning Chelmsford Scouts.

**4. PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

No members of the public were present.

**5. MINUTES OF THE MEETING HELD ON 19 JUNE 2008, MATTERS ARISING AND NOTES OF WORKING PARTIES HELD**

The Minutes were proposed as a true record of the meeting by Cllr Neville Paul, seconded by Cllr Roy Van Tromp, and agreed. The Chairman signed the minute book.

**Matters Arising**

All Matters arising to be dealt with at the appropriate Agenda Item.

**6. CORRESPONDENCE**

**7. PLANNING APPLICATION**

Application 08/00824/FUL was granted on 17 June 2008 with conditions. Copies of documents circulated 27 June 2008.

**8. REPORT OF MEETING WITH ARCHITECTS – 2 JULY 2008**

In accordance with Parish Council Standing Orders GPC continue to seek further quotations for Architect and CDM services which will be further reported under agenda item 9.

**9. REVIEW OF PROGRAMME PLAN**

**9.1 Programme Action: Cllr John Turkentine to amend as necessary.**

**9.2 Survey Action: Cllr John Turkentine to investigate current certification on electrical works undertaken on public buildings.**

**9.3 Detailed Building Design details Cllrs Bob Villa and John Turkentine presented the Committee with a revised internal layout plan. The Committee agreed the amendments to include:**

- Re-siting of the kitchen space with exits to a patio area and emergency exit to side elevation.
- The positioning of an administration/meeting room within the building.

- Reposition the exit doors to the Main meeting room with disability ramp to rear.
- Implementation of a Cleaners room near to the toilet facilities.
- Window Security bars.
- Creation of a storage area in the rear corridor.
- All fire doors to open outwards as compliant with Fire Regulations.

Phase A - renovation of the Kitchen, Main Hall and Meeting Room

Phase B – Addition of entrance foyer and conversion of the Mess Room to provide additional toilets

Phase C and D – External renovation

10.25am Cllr Mrs Janette Potter joined the meeting.

- Relocate the window in the kitchen and reinstall existing frame.

*Action: Cllr John Turkentine and Cllr Robert Harman to amend plans and circulate to all Committee members prior to next meeting.*

**9.4 Charitable Trust** In the absence of Mr Hugh Arnold – Adviser, the following actions were noted as amendments to the Notes on Charity Registration Application document.

**9.4.1 Time scale for registration** The Committee agreed to operate as an unregistered charity up until the Charity Commission submission process is complete.

**9.4.2 Using standard governing documents un-amended** The Committee agreed to minor amendments as recommended.

**9.4.3 Transfer of funds** Cllr Mrs Janette Potter proposed the transfer of £1000 to enable the opening of the Trust's new account with CAF, seconded Cllr Neville Paul. The Committee unanimously agreed.  
*Action: Clerk to transfer from the Galleywood Heritage Centre Account.*

**9.4.4 Signatories** Cllr Neville Paul proposed that Cllr John Turkentine, Cllr Robert Harman and Cllr Roy Van Tromp become signatories to the Trust Account, seconded Cllr Mrs Janette Potter. The Committee unanimously agreed.

**9.4.5 Trust Deed** The Committee agreed the following amendments:

**9.4.5.1 Objects** 'for use of the inhabitants of the Parish of Galleywood'

**9.4.5.2 Administration** Management Committee names agreed

**9.4.5.3 Powers of the Management Committee** Amendment approved.

*Actions:*

*Cllr John Turkentine and Mr Hugh Arnold – Adviser to amend document accordingly.*

*Cllr Neville Paul to report to the Committee on the projected quarterly expenditure expected to be met for services, insurance, rates and general running costs*

*Clerk to raise an agenda item at the Finance and Resources Committee 24 July 2008 – Formal transfer of Funds/First year accounting*

Cllr Neville Paul proposed that first year insurance costs be met by GPC, seconded Cllr Bob Villa. The Committee agreed to refer to the Finance and Resource Committee.

**9.5 Friends of the Heritage Trust** To be discussed under agenda item 10.

**9.6 Lease** Ongoing

**9.7 Building Project** Cllr John Turkentine reported that a quote for submission of details to CBC Building Regulation and for the services of a CDM Co-coordinator from Bernard Partnership had been received. Local companies PL Evans and Grace Architects have also been approached. Five website company contacts had been made. Design Partnership responded and a site visit took place on 2 July 2008. Quotation to be received.

**9.8 Scouts** It was confirmed that the rental of the triple garage by the scout fellowship was ongoing. *Action: Cllr John Turkentine to take storage measurements and commence advertising the space for charity use. Any tenant to be approved by CBC. Cllr Neville Paul to contact Mr Bill Hamblin regarding the Scouts rental plans.*

**9.9 Publicity** Cllr John Turkentine reported that the launched website had received a great deal of interest. All Friends of the Heritage Centre proposed events will be posted to the site.

**10. FRIENDS OF THE HERITAGE CENTRE**

Cllr Mrs Janette Potter and Cllr Bob Villa reported the success of the Summer Evening event with Linda Pierce held on 28 June 2008. The event raised £630. The next event will be "The Pampered Chef" to be held on 8 August 2008 7.00pm – 10.00pm – The Lodge Room, Keene Hall. Cllr Mrs Janette Potter informed the Committee of the appointment of Mrs Linda Wheatland as Secretary to the Friends. Future reports of Friends activities would be made to the Heritage Committee by recorded minutes. *Action: The Committee to inform the Friends of the date of signing the lease.*

**11. OPENING DATE** Ongoing.

**12. ANY OTHER BUSINESS**

**12.1 Insurance** *Action: Assistant Clerk to circulate the principle Heads of Terms to all Committee members. Cllr Neville Paul to advise.*

**12.2 Heritage Centre Cleaning** *Action: Committee to further discuss.*

**12.3 Grant Forms** *Action: Cllr John Turkentine to forward to the Friends of the Heritage Centre.*

**13. CONFIRM DATE OF NEXT MEETING**

Thursday, 24 July 2008, at 10.00am.

*There being no further business to be transacted,  
The Chairman closed the meeting at 11.50pm  
Minutes taken by the Assistant Clerk to Galleywood Parish Council*

.....  
(Signed, Chairman on 24 July 2008)