

**MINUTES OF GALLEYWOOD HERITAGE CENTRE PROJECT
COMMITTEE MEETING**

**HELD AT THE KEENE HALL, GALLEYWOOD
ON THURSDAY 20 MARCH 2008 AT 10.00 am**

***This document is the Assistant Clerk's record of the Committee Meeting,
formal acceptance will take place at the next Council Meeting***

1. RECORD OF THOSE PRESENT

Cllr John Turkentine (Chairman), Cllr Bob Harman,
Cllr Neville Paul, Cllr Mrs Janette Potter, Cllr Roy Van Tromp,
Cllr Bob Villa, Mr Hugh Arnold – Adviser, Mr Ken Edwards – Adviser.

2. APOLOGIES AND REASONS FOR ABSENCE

None.

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.
- Cllr Neville Paul declared a personal interest in relation to any issues concerning Chelmsford Scouts.
- Cllr Mrs Janette potter declared a person interest in agenda item 7.2 The Lease.

4. PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA No members of the public present

5. MINUTES OF THE MEETING HELD ON 6 MARCH 2008, MATTERS ARISING AND NOTES OF WORKING PARTIES HELD

Subject to an amendment to Apologies and Reasons for Absence to reflect Cllr Roy Van Tromp as absent (on vacation), the Minutes were proposed as a true record of the meeting by Cllr Bob Villa, seconded Cllr John Turkentine, and agreed. The Chairman signed the minute book.

It was agreed that all Matters arising would be dealt with under the appropriate agenda item scheduled. The Assistant Clerk stated that a copy of the Working Party Minutes dated 6 March with CBC had not been received. *Action: Mr Hugh Arnold – Adviser to forward. Minutes to be signed by the Chairman 3 April 2008.*

6. CORRESPONDENCE

The following items of correspondence were read by the Chairman.

6.1 Eastern Soil Search – 12 March 2008 It was reported that three quotes had now been obtained to provide chemical contamination surveys of the proposed site. *Action: Cllr Bob Villa to contact Eastern Soil Search to arrange a site visit. Clerk to confirm the appointment of the said company to undertake the report.*

6.2 Natural England – 14 March 2008 The acknowledgement of our correspondence regarding Stakeholders and dated was noted. *Action: Assistant Clerk to forward a copy to Cllr Mrs Janette Potter. Clerk to acknowledge receipt of the correspondence.*

6.3 H M Revenue & Customs – 6 March 2008

Standard acknowledgement of correspondence sent by GPC 13 March 2008. A full response deadline of 27 March 2008 was recorded.

6.4 Storage Space Rental Report Local commercial rental agents in the Chelmsford area had been contacted with regard to rental rates in the area. Only the two larger self storage agents had been able to supply

any information. *Action: Cllr Mrs Janette Potter to investigate costings with CBC.*

6.5 DIY Volunteer Responses *Action: Assistant Clerk to add names and address to DIY Volunteer list..*

7. PROJECT PROGRAMME

7.1 Programme Review The Committee reviewed version 1.3 dated 20 March 2008. *Action: Cllr Bob Villa to liaise with Architects regarding the timeline submission to CBC of the required Planning Application Contamination and Asbestos reports.*

10.24am Cllr Mrs Janette Potter left the meeting.

The proposed storage occupancy by the Scouts was discussed as commencing July 2008. A phased occupancy would be envisaged due to building works. Lease negotiations to commence late April 2008. *Action: The possibility of hiring space for a purchased storage container by the Scouts to be further discussed.*

10.27am Cllr Mrs Janette Potter rejoined the meeting.

The Committee agreed that the Programme Review headings should be subdivided into the following lead person activities.

Programme – Cllr John Turkentine.

Surveys – Cllr Bob Villa.

Planning – Cllr Bob Villa.

Charitable Trust – Hugh Arnold – Adviser.

Friends – Cllr Mrs Janette Potter.

Lease – Mr Hugh Arnold – Adviser.

Building – Cllr Bob Harman.

Other – Cllr Neville Paul.

Ongoing Funding – Cllr Mrs Janette Potter and ‘the Friends’.

Actions:

- *Mr Ken Edwards to revise the Programme Review to version 2.0 and formally pass to Cllr John Turkentine for any further amendment.*
- *Clerk to place an item on the Full Council Meeting Agenda 7 April 2008 regarding the transfer of reserved monies to the Heritage account.*
- *Cllr Bob Harman to contact a building contractor regarding estimates of building material requirements for Phase 1 and 2. Draft to be submitted to Committee by mid April.*

At the Chairman's discretion agenda item 7.14 was moved forward.

7.14 The Galleywood Heritage Centre Charitable Trust It was proposed by Cllr Neville Paul and seconded by Cllr Bob Villa Tromp that the Model B Trust document from ACRE be submitted without revision to CBC. It was proposed by Cllr Mrs Janette Potter and seconded by Cllr Roy Van Tromp that the next meeting be dedicated to the one issue of Trusteeship.

Actions:

- *Assistant Clerk to table a single agenda item for 3 April 2008 Meeting with provision of AOB to discuss urgent programme plan matters.*
- *Mr Hugh Arnold – Adviser, to circulate document ‘Trustees and Governance – The Essential Trustee – What you need to know’ to all Committee members prior to 3 April 2008 Meeting.*

- Assistant Clerk to check with CBC with regard to 'double/triple hatted Cllr status.
- Cllr Neville Paul to attend RCCE Voluntary Sector Legal Course in early April. Gt Dunmow.
- Trustees names to be finalised at the first AGM.

7.2 The Lease Cllr Mrs Janette Potter declared a personal interest. The Working Party minutes of the meeting held on 6 March 2008 with CBC representatives were discussed.

Actions:

- Cllr Neville Paul and Mr Hugh Arnold – Adviser to review the revised CBC terms.
- Signatories to the finalised documentation to be agreed as either 2 nominated signatories agreed by all Committee members or The Clerk to the Parish Council and Chairman.
- Hugh Arnold – Adviser to forward a copy of the Programme Plan to CBC.

7.3 Surveys It was reported that several contacts had been made with CBC recommended experts for asbestos reports. It was agreed that Financial regulations required three quotations for works contracted, however, given the technical nature and availability of asbestos experts the Committee would endeavour to use CBC recommended agents. Proposed Cllr Neville Paul, seconded Cllr John Turkentine, all in favour. [*Action: Clerk to be advised and consulted on the Financial regulations. Cllr Bob Villa to arrange the structural survey report.*

7.4 Design Details and Plans Finalised drawings are being produced with some difficulty being experienced by the architect with CAD protocol. Access to the carpark to be included. *Action: Cllrs Bob Villa and John Turkentine to check that all necessary documentation is in place for the planning application with CBC.*

11.35am Mr Hugh Arnold – Adviser left the meeting

7.5 Planning Application *Action: Cllrs Bob Villa and John Turkentine to Review all paperwork for electronic submission by the building contractor.*

7.6 Refurbishment Programme Item discussed under 7.4.

7.7 Version Control and the Distribution of documents, plans and drawings It was agreed that all revised documents should be noted with version control.

11.38am Mr Hugh Arnold rejoined the meeting.

7.8 Volunteer and in-kind support and sponsorship A letter inviting volunteers to attend a meeting 10 April 2008 had been sent on 14 March 2008. *Action: Cllr John Turkentine to report.*

7.9 Publicity An invitation to attend a 'Friends' meeting 9 April 2008 will be placed on all parish notice boards. Galleywood Grapevine to report that the mandate to proceed with the project had been given.

7.10 Resources Cllr Bob Harman gave a report to the Committee with regard to purchase procedure for goods as agreed with the Clerk.

11.44 am Cllr Bob Villa left the meeting.

11.45am Cllr Bob Villa rejoined the meeting.

Action: Clerk to seek advice from EALC with regard to standard Terms and Conditions for the purchase invoice draft.

11.47am Cllr Mrs Janette Potter left the meeting.

It was agreed that a clear ordering procedure and instruction between the Clerk, Assistant Clerk and Cllr Bob Harman should be documented. Regular monitoring of funds and purchases to be reported to the Finance and Resources Committee of GPC and any concerns be taken to Full Committee Meetings of GPC by a nominated double-hatted Cllr and Trustee.

11.50am Cllr Mrs Janette Potter rejoined the meeting.

At the Chairman's discretion agenda item 7.15 was brought forward.

7.15 The Friends of Galleywood Heritage Centre It was recorded that the inaugural meeting of the 'Friends' will be held 9 April 2008 at 7.30pm at the Keene Hall. Invitations to all interested parties sent by the Clerk on 18 March 2008. Cllr Mrs Janette Potter and Mr Hugh Arnold – Adviser circulated a draft Constitution Summary for discussion. *Action: Mr Hugh Arnold – Adviser to circulate the draft Constitution prior to next meeting 3 April 2008.* It was agreed that all minutes resulting from 'Friends' meetings be forwarded to the Trustees.

12.17pm Mr Ken Edwards – Adviser left the meeting.

7.11 Finance

7.11.1 Spend to date No further expenses reported.

7.11.2 H M Customs and Excise – VAT Previously discussed under agenda item 6.

7.12 Insurance Ongoing.

7.13 The Business Plan *Action: Cllr Mrs Janette Potter, Cllr John Turkentine and Mr Hugh Arnold – Adviser to revise and standardise the Business Plan. Check contingency figures and Annex 10.*

8. QUESTIONNAIRE ANALYSIS Ongoing.

12.32pm Cllr Bob Harman left the meeting.

9. CONFIRM DATES FOR FUTURE MEETINGS

Date of next meeting 10.00am – Thursday, 3 April 2008.

*There being no further business to be transacted,
The Chairman closed the meeting at 12.37pm
Minutes taken by Mrs Nicola Caton, Assistant Clerk to
Galleywood Parish Council*

.....
(Signed, Chairman on 3 April 2008)