

**MINUTES OF GALLEYWOOD HERITAGE CENTRE PROJECT COMMITTEE MEETING**  
**HELD AT THE KEENE HALL, GALLEYWOOD**  
**ON THURSDAY 24 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 Roy Van Tromp and Cllr Bob Villa.

**2. APOLOGIES AND REASONS FOR ABSENCE**

Cllr Mrs Janette Potter – Prior commitment  
Mr Ken Edwards – Adviser - Prior commitment

**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 Bob Villa also declared that under Agenda item 9.2 a personal abstention to any vote would be lodged.

**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 Bob Villa, seconded by Cllr Roy Van Tromp, and agreed. The Chairman signed the minute book.

**5.1 Matters Arising**

The Committee agreed that all matters arising would be dealt with at the appropriate Agenda Item.

**6. CORRESPONDENCE**

**6.1 Social History, Parks & Heritage, CBC** The Chairman notified the Committee that the collation of Galleywood historical documents was being aided by CBC. The donation of a number of upright showcases for the Heritage Centre had also been offered. *Action: Cllr John Turkentine to view the items and arrange suitable storage.*

10.22am Cllr Neville Paul joined the meeting and made a declaration of interest as to matters relating to agenda item 9.6.

**6.2 ECC Museum Development** The Chairman reported an offer of help and support from the ECC Museum Development Officer. *Action: Assistant Clerk to arrange a site meeting.*

**7. INSURANCE**

**7.1 Trustee Indemnity** The Committee reviewed collated information. *Action: Mr Hugh Arnold to advise.*

**7.2 Buildings/Contents/Liability** It was agreed that the stated rebuild costs to the proposed insurance company should be checked with CBC and the appointed Architect. *Action: Assistant Clerk to extend the period of valid quotation.*

## **8. ESSEX COUNTY COUNCIL TREE PLANTING SCHEME**

The Chairman proposed that the Committee apply to ECC for the RCCE Tree planting scheme. Tree planting in the proposed café area was discussed and the longer term landscaping project. It was unanimously agreed that application be made in consultation with Mr Malcolm Stuart - Tree Warden and Mr Steve Plumb – Biodiversity Project. Trees native in species to the area to be requested.

## **9. REVIEW OF PROGRAMME PLAN**

### **9.1 Surveys** Ongoing

#### **9.1.1 Electrical Certification of works undertaken on public**

**buildings** The Committee agreed that a DS761 Safety Certificate was required to cover all electrical works undertaken.

### **9.2 Detailed Building Design details** Cllr John Turkentine proposed that the circulated amendments be approved and forwarded to the nominated Architect, seconded Cllr Bob Villa. The addition of the proposed porch to be noted. The Committee unanimously agreed and congratulated Cllr John Turkentine in the CAD package produced.

The received quotations for Architect services were duly discussed. Cllr Roy Van Tromp proposed that the services of The Barnard Partnership be engaged, seconded Cllr Neville Paul. The Committee agreed. Cllr Bob Villa abstained from the vote. *Action: Assistant Clerk to advise the Architect companies accordingly.*

### **9.3 Charitable Trust** Agenda item to be held over.

**9.3.1 Bank Account** The Committee agreed that CAF be contacted with confirmation that a banking facility would be required once the Trustee key positions had been determined. *Action: Cllr Neville Paul and Cllr John Turkentine to advise as the appointment of the Secretary.* It was agreed that the Galleywood Heritage Project Committee would cease to exist once the Trustee body was formed.

### **9.4 Lease** It was reported that amendments to the Lease had been received from Ms Gumbs – CBC Legal Department and had been forwarded to solicitors for comment. *Action: Mr Hugh Arnold to advise. Assistant Clerk to summarise amendments for circulation to Cllrs.*

### **9.5 Building Project** Actions:

- *Cllr John Turkentine and Assistant Clerk to revise the Volunteers list and hold ready for commencement of works.*
- *Cllr John Turkentine to submit plans to The Barnard Partnership in order that Building Regulation submission can commence.*
- *Committee to appoint a contractor.*

### **9.6 Scouts** Actions:

- *Clerk to formally write to Mr Bill Hamblin enquiring as the status of interest in the proposed storage rental.*
- *Cllr John Turkentine to visit the site to identify ongoing building condition status.*

### **9.7 Finance**

**9.7.1 Transfer of Reserves** It was confirmed that the GPC No 3 Account funding is named as the Galleywood Heritage Project Committee

Account and therefore requests for funding from the account do not need to be agreed by the Finance and Resources Committee.

**9.7.2 Finance and Resources Committee Report** It was proposed by Cllr John Turkentine that the Committee formally request a GPC grant sum of £5000 to be transferred to the Galleywood Heritage Project Committee Account in order to cover projected first quarter bills, seconded Cllr Bob Villa. The Committee agreed.

Architects Fees - £2,000      Insurance £2000  
Building Control - £650      Rates and Utilities (Ongoing projection)

*Action: Cllr Robert Harman to submit a funding report to Finance and Resources Committee 24 July 2008.*

**9.8 Publicity** The Chairman reported that the website would publicize the date of the signature of the lease and Friends events.

**10. FRIENDS OF THE HERITAGE CENTRE** The Committee were informed that a "Pampered Chef" fund raising event to be held on 8 August 2008 at the Keene Hall was currently being advertised. It was noted that a written report or attendance by a Friend was important in order to notify the Committee of progress. *Action: Friends Committee to advise on grant applications made.*

**11. OPENING DATE** Ongoing.

**12. ANY OTHER BUSINESS**

**12.1 Financial Payments** *Action: Assistant Clerk to table as an item on all future agendas.* Payment was agreed in the sum of £149.82 for the following items.

- URL registration of virtual name      £ 33.49
- IT Architectural single licence      £ 116.33

**12.2 Friends and Trust Committee reports** The Committee agreed that regular reports to GPC from the Trustees would be required via regular minutes.

**13. CONFIRM DATE OF NEXT MEETING**

Thursday, 7 August 2008, at 10.00am. Cllr Neville Paul gave his apologies.

*There being no further business to be transacted,  
The Chairman closed the meeting at 12.10am  
Minutes taken by the Assistant Clerk to Galleywood Parish Council*

.....  
(Signed, Chairman on 7 August 2008)