

**MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT
COMMITTEE MEETING
HELD ON THURSDAY 26 OCTOBER 2007 AT 10.00 AM
AT THE KEENE HALL, WATCHOUSE ROAD, GALLEYWOOD**

PRESENT **Councillor John Turkentine (Chairman)**
 Councillor Bob Harman, Councillor Bob Villa.

1. **APOLOGIES FOR ABSENCE**, Councillor Neville Paul, Councillor Roy Van Tromp, Councillor Janette Potter. Advisor Hugh Arnold, Advisor Ken Edwards
2. **MINUTES OF THE MEETING HELD ON 27TH SEPTEMBER.**

The Minutes were agreed and signed by the Chairman

2.1. MATTERS ARISING

Item 5.1 The response from the solicitors had been received and circulated.

Item 5.2 a letter has been sent to Mr Neil smith requesting phased costing.

Item 5.4 it was reported that the information required from CBC regarding details of their Insurance Company was being progressed.

Item 8 The ongoing task schedule and report had been amended and distributed, noting that the Public meeting date is subject to further amendment

3. **FORMALISING AND SIGNATURE ALL NOTE OF WORKING PARTY**

The notes of the working party meetings held on the following dates were agreed and signed by the Chairman as being noted. 28 September 2007 – Market Research Working Party Notes 28 September 2007 – Introductory Paper for review 1 October 2007 – Working Party Notes 8 October 2007 – Working Party Notes (Note agenda title for this meeting incorrect) 15 October 2007 – Working Party Notes – meeting with Roy Whitehead.

3.1 To simplify procedural matters, it was agreed that Working Party meetings cease in their present form, covering a wide range of subjects, and be replaced with Committee meeting to be held twice monthly.

3.2 Adhoc working party meeting could be held for a specific subject, reporting their recommendations /findings to the Committee.

3.3 It was also agreed that a summary of the recommendations from the working Party meetings be reproduced as a master progress document which can be amended and recorded as required, (Action Cllr Bob Harman)

4. **CORRESPONDENCE**

The Chairman reported that he had received a report from Cllr Potter, that a Consultant Kevin Bellamy had been contacted regarding a condition Survey, and that a Quotation would be forthcoming in the near future. The chairman also reported that he had received a cost to carry out a condition survey from Mr Neil smith CBC for the sum of £985 plus VAT, but noted that a ground survey was not included, (Chairman to follow up).

5. **THE LEASE**

It was agreed that a copy of the letter received from Solicitors, Wortley Redmayne and Kershaw, be sent to CBC for the attention of Mr Paul Chippendale, asking for a revised Head of Terms for the Lease Agreement.

6. **BUILDING**

The Chairman reported that a meeting had taken place with a parishioner (Mr Alan Bowling), experienced in both building work and project management, who was prepared to assist with the practical aspects of the project. Copies of the original feasibility plan and the proposed

phased drawings had been given to him to bring him up to speed with the required building work. After general discussion Alan Bowling indicated that he would like to be involved with the project and would possibly be able to put together a small team of different disciplines to assist. It was agreed that GPC arrange access to the Building at a time convenient to all parties, so that a more detailed assessment of the work/phases could be appreciated.

6.1 Following the refusal by CBC to allow visitors to tour the Building, due to Health and safety reasons, It was agreed that Cllr Harman in Conjunction with the chairman produce a short video of the internal areas of the building. Action Cllr R Harman and Cllr J Turkentine

7. CONSTITUTION AND PROSALS FOR MEMBERS OF SUB-COMMITTEE "FRIENDS OF GALLEYWOOD HERITAGE AND COMMUNITY CENTRE

It was agreed that the Friends of the Heritage Centre and Community Sub – committee be established. Hugh Arnold, to be asked to produce the final draft of the constitution. *Action: Cllr J Turkentine/Hugh Arnold. To be implemented following a mandate to proceed from the forthcoming Public meeting.*

8. PROPOSAL TO SET UP THE GALLEYWOOD HERITAGE CENTRE TRUST

It was agreed that subject to the Paper from Mr Hugh Arnold on the advantages and disadvantages of setting up a charitable trust, sooner or later. Following the advice from Roy Whitehead it was agreed that consideration to set up the trust should be sooner rather than later.

9. REVISED BUSINESS PLAN

9.1 It was agreed to review the Revenue item in the business plan, with a view to give a best estimate of the anticipated cost. *Action: Hugh Arnold/ Cllr R Harman*

9.2. Rateable Value

Revised figures for the Rateable Value and Rates Payable are still outstanding.

Action: Cllr J Potter

9.3 Alternate Funding

The chairman reported that he was investigating alternative grants, adding he was finding it difficult to source grants for revenue, but he would continue to source potential grants for Capital.

9.4 Market Research

In preparation for the Public meeting it was agreed that the letter to potential users and sponsors for the Heritage Centre which was previously drafted, but not distributed, be updated and revised accordingly and distribution, chairman to send original copy to Cllr R Harman

10. PUBLIC MEETING

It was agreed that the revised date for the Public meeting to set for the 16 January 2008, and emphasised that this date should not be allowed to slip further.

11. THE DATE OF THE NEXT MEETING

Scheduled 8 November 10.00 am 2007, Keene Hall

Meeting closed at 11.50am, Minutes taken by Cllr Robert Villa

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Signed, Chairman, 8 November 2007