

## Rayleigh Heritage Centre Working Party

Minutes of the 3<sup>rd</sup> meeting held in the Rayleigh Town Council Chamber 29<sup>th</sup> July 2013 at 18.00

### 1. Attendees;

Mike Davies (Chairman), Eddie Dray, Cheryl Roe, Kerry Cumberland, Ron Choppen, Peter Waghorn, Sue Smith, Gemma Smith & Spencer Welsh

Mike welcomed Gemma on board and her knowledge of the Internet will be a great asset.

### 2. Apologies;

Suzanne Geach, David Geach, Tony Harvey

### 3. Minutes of meeting held on 26th June 2013;

Agreed.

Proposed by Sue and Seconded by Spencer and signed by the Chairman

### 4. Matters Arising

1... Peter has arranged to visit the Canvey Heritage Centre on the 30<sup>th</sup> July and will report his findings.

2...Mike mentioned that he is still finding it very difficult to both chair and take minutes but, as yet, cannot find anyone willing to do so.

Subsequently Mike had a meeting with RRAVS on the 30<sup>th</sup> and they will actively try and find a "minute" taker before the August meeting.

### 5. Update from Mike

Mike gave a general update on developments since the last meeting.

## LIFT

Mike has contacted 4 companies and obtained 2 quotes, both in the region of £46,000 (inc VAT). Robert Todman is obtaining 2 quotes from other companies.

Robert has agreed to pay up to £25,000 towards the overall cost of the lift.

## PLANNING

Once a lift company has been chosen we can then proceed with two planning applications (Change of Use/lift and Grade 2 listing consent). These will cost £700 and the cost will be borne by Rayleigh through the Looking Glass. (Planning permission will take in the region of 6-8 weeks).

Mike has had a meeting with Jody, the Economic Development Manager at RDC who will try (subject to conflict of interest) assist in our Planning paperwork (as have RRAVS)

## FUNDING

Mike has submitted a pre application to the Heritage Lottery Fund for the difference between the cost of the lift and also the set up and ongoing costs for the first 2 years. He has received a positive response, subject of course to the details and the business case. Once submitted a decision is made within 6 to 8 weeks.

## GENERAL

David and Suzanne Geach, who were unable to attend, had prepared papers on the "Friends" which was handed out at the meeting. Copies have now been forwarded to all members; initially it looks a super put together document...

Sue produced a proposed public survey form. A brief discussion took place, one or two minor amendments made and Sue will produce a final copy.

The first survey will take place in Rayleigh Market on Wed 31<sup>st</sup> July (by the millennium clock from 9 till 1pm, with Sue, Spencer, Jill (Spencer's wife) and Mike), whilst the second survey will take place in Rayleigh Library on Saturday 17<sup>th</sup> August from 9am till 1pm (with Spencer, Jill, Mike..... More volunteers please)

The premises at Kingsleigh House are now empty. Visits are available at any time. Just liaise with Mike.

Mike has arranged meetings with both the Essex Records Office and RRAVS and will send a note to all on the outcomes.

Peter had previously circulated that his enquires for a possible site in the Library is no longer viable as the premises will not be available.

We now have a retired Solicitor (Eric Skinner) who will deal with our Registered Charity application...thanks to the Rotary for their help....and also a firm ELS Cole Solicitors (David Game) of Rayleigh High Street who will deal with the lease that we require.

Mike mentioned that we must ascertain the set up costs before we can apply to the Lottery and both Spencer and Sue have agreed to assist.

Gemma will set up a Heritage Centre website liaising with Spencer & Mike. A brief discussion took place on whether we should open a Facebook account but it was decided that for the time being the negatives outweighed the positives.

Kerry mentioned a new/proposed heritage centre that is to open in Hunstanton (there are brief details on the Internet, but if anyone wants to contact the Hunstanton Civic Society for info please so)

Peter mentioned we all need to take on board the requirements of the "Data Protection Legislation" (Mike has added this to the list of Priorities which will accompany this report)

## 6. Tasks to be Allocated

Mike mentioned.....and Cheryl concurred..... that the biggest risk to the project is timescales for Working Party members to undertake the various tasks. The pace and activity needs to be increased. If needs be more members need to be found.

The priorities schedule is designed so that one/two members can work jointly on individual projects and provide updates to the monthly meeting.

Mike requested that members circulate ALL papers/reports/agendas at least one week before each meeting so that everyone gets a chance to read and digest and have questions/suggestions ready so that the time on each project at the meeting is best spent.

7. A.O.B.

Already covered

8. Date of Next Meeting;

The next meeting will be on Wednesday 28<sup>th</sup> August at 10am in the Rayleigh Town Council Chamber.

Please note...the meeting is scheduled to last one hour. This meeting overran and had to be curtailed due to another meeting about to take place.

If members feel that it would help to have more than one meeting a month (no need for the CLLRs to attend, they are more than welcome to do so) I am happy to facilitate.

Attachment to the minutes.

An up to date list of priorities and those who are dealing with. A number of spaces have been filled and please let me know if you can help further.

Do you know anyone else who can help? Please get them to contact me.