

RAYLEIGH HERITAGE CENTRE WORKING PARTY

Minutes of meeting held in the Rayleigh Town Council Chamber 18th October 2013

1. Attendees

Mike Davies, Kerry Cumberland, Eddie Dray, Viv Irvine, David Geach, Spencer Welsh.

2. Apologies

Cheryl Roe, Ron Choppen, Sue Smith, Gemma Smith, Gordon Raymer, Peter Waghorn, Tony Harvey, Suzanne Geach.

3. Minutes of Last Meeting (26/Sept/2013)

Agreed by Eddie Dray

Seconded by Spencer Welsh

Signed by Mike Davies

4. Matters Arising

Covered in item 5 and elsewhere within the minutes.

5. Update by Mike

A. LIFT

We now have a total of 6 quotes which is sufficient for our purposes. Tony is collating all the information to help reduce to a short list so that we can decide on our preferred supplier. All quotes, as expected, are with a number of inclusions/exclusions and in addition do NOT include any aspect of building works.

Mike has a meeting (24th Oct) with a local firm of Structural Engineers and also a firm of local Architects to assess the cost of this building work....and at what cost to produce the drawings which will form part of the Planning applications to RDC.

B. LEASE

Mike has sent an e-mail to Todmans with a number of specific requests for drawings, plans, and asking for specific details regarding the lease on Kingsleigh House.

We will need the same for the annual donation from Rayleigh Town Council and Mike will write separately to them for approval by the Environment Committee, the Policy and Finance Committee and ultimately the Full Council. We wish to "mirror" this with the length of the Lease.

C. The Morton Partnership

Mike reported on his meeting with the Morton Partnership (paper previously circulated) and although some useful information and advice was received there is no benefit of any closer relationship.

D. ERO/RDC

Mike has now received a brief note from RDC stating that a "letter of support" will soon be drafted. We will await the detail. This will be required as part of our HLF application, and will trigger support from the ERO and ECC.

There is still an issue with the ERO with regards the precise name of the Centre/Museum as the ERO are reluctant to support the word Heritage and the word Museum already applies to the Windmill and may lead to confusion. We cannot apply for Registered Charity status until we have decided on a name.

ACTION: Any ideas warmly welcomed .Please circulate a note to all members with any suggestions.

E. Audio Tour of the Museum

Mike is working with Gordon on the technology behind an “audio” tour of Kingsleigh House. Gordon is also looking into all other “technology” (website- laptops-walkie talkies--) aspects that we will need to consider. These will also be required as part of our grant funding applications.

F. Architectural Heritage Fund

There is a group that give funding towards change of use for listed buildings. Mike asked for a volunteer to investigate possible funding opportunities and Spencer (thank you) volunteered. Mike will write separately to Spencer with details.

G. DVD

Mike is working with a local group “South Essex Filmmakers” on a promotional DVD on the history of Rayleigh (perhaps 3/5 mins) to accompany the HLF application.

6. PLANNING

Mike has held a meeting with a RDC Buildings Control Officer who was very helpful but will only be involved after the Planning application and the building work has started.

Mike has also spoken with RDC planning officers(Duty officer) who have advised that if wish to send a letter setting out our plans they will respond (after we pay the £120 fee) or if we wish to discuss in person the fee is £300.

Mike wondered whether RTC can assist in this way and will formally write to RTC.

7. RISK ASSESSMENT

Mike reminded members of the up to date risk assessment he recently circulated. He highlighted the questions which will be raised by the HLF to include....who is the Vice Chairman (not a figure head but an active role) -----and what is the risk to the project (who will take over) if something were to happen to Mike.

Mike again highlighted the need for more active members to join the committee. Several suggestions were made to include a note on the Rayleigh Face Book page and Kerry suggested the “Essex Ambassadors”, and the RRAVS open day in November (Mike has already asked them for a stall and Spencer has already agreed to help (8 NOV)

ACTION: Mike to contact with Essex Ambassadors to see if they can help.

ACTION: Will all members please give these questions serious thought... we have to find an answer. Please circulate your own thoughts/ideas by e-mail so we can make some progress at the next meeting.

8. FRIENDS AND COMMERCIAL SPONSORSHIP

Viv and Sue have already started some preliminary work on this complex issue and will provide a written report prior to the next meeting.

ACTION: Viv/Sue please send a written note to all members one week prior to the next meeting on your initial investigation/results/suggestions.

9. SET UP AND INITIAL COSTS

A number of members have undertaken some initial work and Sue and Viv will try and make some further progress before the next meeting.

10. A.O.B.

Spencer asked if we could extend our geographical area outside of Rayleigh. Mike responded that as RTC are significant annual funders they would not look favourably if we were to extend outside of the town boundaries (the Rayleigh residents would view it as sponsoring other towns within the area). Our policy is therefore to restrict ourselves solely to Rayleigh—but this would not exclude possible one off exhibitions on say Hockley or Hullbridge for a week each year (providing we have the space—the items—and someone to organise)

Kerry mentioned that the Bakers Cart is now in storage in the park hut, and can be used when the Centre opens. (Many thanks RTC)—it can feature as part our “shops” display.

11. DATE OF NEXT MEETING

Friday 22nd November at 10am in the Rayleigh Town Council Chamber

Mike Davies
20th October 2013