

## **RAYLEIGH HERITAGE CENTRE WORKING PARTY**

Minutes of meeting held in the Rayleigh Town Council Chamber 26<sup>th</sup> September 2013

### 1. ATTENDEES

Mike Davies (Chairman), Ron Choppen, Tony Harvey, Peter Waghorn, Eddie Dray, Viv Irvine, Kerry Cumberland, Spencer Welsh

### 2. APOLOGIES

Sue Smith, Gemma Smith, David and Suzanne Geach, Cheryl Roe, Gordon Raymer

### 3. MINUTES OF LAST MEETING (28<sup>th</sup> Aug 2013)

Approved by Eddie Dray...Seconded by Ron Choppen...Signed by Mike Davies

### 4. MATTERS ARISING

As covered in these minutes.

### 5. UPDATE BY MIKE

- a. Lift - we now have 5 quotes so that should be sufficient. Mike is still awaiting contact from RDC Buildings Control to ascertain the rules regarding the building works that will be required.

**ACTION:** Mike to chase RDC

**ACTION:** Mike and Tony will look at the quotes in detail and assess the cost and quality of each one. Details will be circulated to members as soon as available.

- b. Mike has some documentation from a Company called the Collections Trust which details the standards and procedures for our collections. Peter has already looked at similar papers and has agreed to look at this aspect and report back to the working party in due course.
- c. The suggested Logo which has been worked on by Spencer is different to that of Rayleigh Town Council, and it was agreed to proceed with it on our website/letter headers etc. Mike will send a copy to all.
- d. Mike highlighted that timescales are such that the whole project is at risk unless we can find more people to assist on the working party. RTC have kindly placed such a request in their latest newsletter and a similar request has also been circulated by RRAVS. Any more that individual members can find would be greatly appreciated.
- e. At a recent meeting Mike had with the ERO/RDC mention was made of a professional "consultation" company [www.themortonpartnership.co.uk](http://www.themortonpartnership.co.uk). They advise on listed building work and the numerous requirements and Mike has a meeting with Mr. Morton on the 7<sup>th</sup> Oct.

## 6. ERO/RDC

Mike gave details of a meeting he held at the request of the ERO with Matt Harwood-White (RDC) Stuart Warburton (ERO). An integral part of the project includes a grant from the Heritage Lottery Fund (HLF) who will ask for confirmation that both the ERO and RDC (and RTC) support the project. Stuart also feels that it is not appropriate for us to call ourselves a Heritage Centre, it should be a Museum. (The distinction between a Heritage Centre and a Museum is a moot point) Stuart feels that the HLF will ask a number of questions to include....why is there a need for 2 museums in the same town and not one..... Stuart also wanted Matt's views on the project, such as potential impact on the Windmill volunteers/collection policy/future plans and suchlike. Matt agreed to consult with his colleagues and portfolio holders in RDC and a further meeting has been arranged for the 15<sup>th</sup> Oct. Mike has sent a note to Matt requesting details of any areas he requires clarification on, although he has yet to receive a reply.

## 7. RISK ASSESSMENT

Mike had previously circulated a note on "Risk Assessment" to include the length of time we have to deal with all the required logistics (lift/Planning/Lottery) whilst the Todman Family are not receiving any income from an empty building. Mike has had several exchanges with them and they have now confirmed that they will be looking for significant progress on these issues by the end of 2013 or they may have to consider replacing the property on the market in 2014.

## 8. FRIEND'S GROUP/COMMERCIAL SPONSORSHIP

Sue and Viv have agreed to look at the question of corporate sponsorship and will present their initial findings to the next meeting

## 9. SET UP/ONGOING COSTS...

Viv (and her daughter), Sue, Spencer and Mike visited Kingsleigh House a few days ago to try and make some progress with the whole issue of costs in relation to the fitting out of the rooms.

**ACTION:** Mike will forward a separate note in a few days with room dimensions/initial thoughts for member's comments. It is difficult to be precise until the RDC Buildings Control Officer has visited but a lot of work is required on this aspect of the project ASAP.

## 10. A.O.B.

None

## 11. DATE OF NEXT MEETING

Mike has looked at the possibility of holding the next meeting in the evening (to accommodate those who work and have difficulty making daytime) but it has not been possible so...

The date of the next meeting is Friday 18<sup>th</sup> Oct at 10am in the Town Council offices.

Mike Davies  
27<sup>th</sup> Sept 2013