

Windmill Sub-Committee – 29 May 2003

Minutes of the meeting of the **Windmill Sub-Committee** held on **29 May 2003** when there were present:-

Cllr A J Humphries (Chairman)

Cllr Mrs J R Lumley
Cllr G A Mockford

Cllr Mrs M J Webster

OFFICERS PRESENT

D Timson - Property Maintenance & Highways Manager
B Broadbent - Principal Officer (Architecture)
S Worthington - Committee Administrator

ALSO PRESENT

N Grant – Historical Society of Rayleigh
M Symes – Historical Society of Rayleigh
S Skinner – National Trust

1 DECLARATIONS OF INTEREST

Cllrs Mrs J R Lumley and Mrs M J Webster declared a personal interest by virtue of their membership of the National Trust Rayleigh Mount Local Committee.

2 TERMS OF REFERENCE

The Sub-Committee noted the following terms of reference:-

“To consider the options available for the Council with respect to the Rayleigh Windmill and to recommend a plan of action for securing the future of the Windmill and the adjoining area”.

3 EXPLANATION OF DOCUMENTATION SENT TO MEMBER

Officers confirmed that a bid for funding with respect to the refurbishment of Rayleigh Windmill was made to the Heritage Lottery Fund in May 2002. The bid met all the criteria identified in the Heritage Lottery Fund bid information. Requirements, however, changed between the bid submission and the refusal of the grant application on 10 March 2003 but this was not communicated to Officers.

4 MEETING WITH HERITAGE LOTTERY FUND DEVELOPMENT TEAM

Officers updated Members on a meeting held in Rayleigh on 15 May 2003 with members of the Heritage Lottery Fund development team. The Heritage

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Lottery Fund Officers acknowledged that proper guidance had not been provided during the bidding process. They did, however, confirm their belief that the project was worthwhile and should eventually be successful. They further emphasised that any re-submitted application for funding for the project should address the following issues:-

- 2 additional quotations would be required for the capital costs, ie, brick work repairs and millwrighting
- It would be necessary to submit a projected income and expenditure forecast for the first five years of operation
- the re-submission would have to include a clear floor plan for the windmill indicating the uses for each floor
- Evidence should be supplied that any educational activities supplied to schools would be in accordance with the National Curriculum and that such activities were supported by local schools
- Expert advice should be sought from Museums in Essex and the East of England Museums, Libraries and Archives Council with respect to improving the museum displays.

It was also confirmed that a re-submitted application could be made for 90% of the funding required, as opposed to 75%, as was the case with the original application.

The Heritage Lottery Fund development team had subsequently written to offer ongoing support throughout the application process.

During debate Members stressed the importance of working closely with the Museums Service, Essex County Council and local schools in order to develop historical and educational uses for the various floors in the windmill and to develop a particular theme for the museum. There would also be merit in contacting the RNIB with respect to improving accessibility of museum displays for the visually impaired.

A concern was raised that, in the event that there would be extended opening hours for the windmill, estimated operational costs would need to include salaries for one or more paid museum staff and expenses for volunteers.

Responding to an issue on security raised by Members, Officers confirmed that cameras within the windmill would serve a dual purpose in that they would be linked to the Mill Hall digital equipment and would also cover security needs. Consideration would, however, be given to night-time security for the windmill to alleviate concerns about security of museum artefacts.

Resolved

That Officers prepare outline information for the purposes of re-submitting an application for funding to the Heritage Lottery Fund to be considered at the next meeting of the Sub-Committee. (Property Maintenance & Highways Manager)

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5 DATE AND TIME OF NEXT MEETING

Friday, 4 July 2003 at 10.00 am in Committee Room 4.

The meeting closed at 11.55 am.

Chairman

Date