

## Windmill Sub-Committee – 28 November 2003

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Minutes of the meeting of the **Windmill Sub-Committee** held on **28 November 2003** when there were present:-

Cllr A J Humphries (Chairman)

Cllr Mrs J R Lumley

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr G A Mockford and from Mr M Stone of the National Trust.

### **OFFICERS PRESENT**

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

### **ALSO PRESENT**

N Grant	- Historical Society of Rayleigh
S Skinner	- National Trust
M Symes	- Historical Society of Rayleigh
K Turner	- National Trust
S Wallace	- National Trust

### **18 MINUTES**

The Minutes of the meeting held on 5 September 2003 were approved as a correct record and signed by the Chairman.

### **19 DECLARATIONS OF INTEREST**

Cllr Mrs J R Lumley declared a personal interest by virtue of membership of the National Trust Rayleigh Mount Local Committee and of Rayleigh Town Council.

### **20 WINDMILL HERITAGE LOTTERY FUND BID**

The Sub-Committee received a verbal report from the Property Maintenance & Highways Manager on the outcome of discussions at the Community Services Committee on 4 November 2003.

The Committee was supportive of the increased project bid and had sanctioned the application of a pre-project planning grant of up to £50,000 and the progressing of the requirement for additional building space and for

restoration works' tenders.

Members debated options for an ancillary building to the windmill, including a building to the side of the windmill. A feasibility study for a detached building would also be carried out. The building would be on a smaller scale than discussed at the last meeting, the costs of which should not exceed £250,000. During debate, a request by the National Trust was noted that any future development should be as far away from the curtilage of the archaeological site of Rayleigh Mount as possible.

### **21 PREPARATION OF THE PRE-PLANNING BID**

The Sub-Committee received a verbal update from the Leisure Client Officer on progress with respect to the preparation of the pre-planning bid.

The Sub-Committee considered the draft pre-planning grant application and made a number of suggestions with respect to wording and content. A final draft would subsequently be considered by the Community Services Committee in January.

It was noted that the planning work should take around 12 months to complete, with an anticipated start date of April 2004, subject to the HLF pre-planning grant being awarded.

During debate, it was further noted that there would be merit in officers looking at other windmills that had been refurbished, and specifically the one in North Yorkshire that had received Lottery funding for a similar project, and liaising with those responsible for these projects. It was, in addition, vital that, with respect to the full HLF bid, full funding be sought, to include a contingency amount and a margin for inflation.

### **22 TENDERING OF WORKS**

The Sub-Committee received a verbal update from the Principal Officer (Architecture) on progress with respect to tenders for the restoration works.

Officers advised that the conservation architect had progressed the tender documentation. Tenders were invited in mid November and were due back on 15 December. Five companies based in the Eastern region, experienced in conservation work, had been invited to tender for the restoration work to the windmill. A survey was conducted of the brick works, the results of which were included in the tender specification.

The contract for the restoration works was set at a fixed price for 9 months; any slippage in the timescale would result in an additional amount being added to the price.

It was noted that only the outside veneer of the brickwork was spoilt; a quantity of outside facing bricks would therefore need to be replaced. The

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existing pointing would be replaced with lime pointing, work would be carried out on the window arches and sills and the windows would be replaced with ones replicating the original windows, which would be fitted with clear, toughened glass.

The meeting commenced at 10.00 am and closed at 11.46 am.

Chairman .....

Date .....