

Windmill Sub-Committee – 4 July 2003

Minutes of the meeting of the **Windmill Sub-Committee** held on **4 July 2003** when there were present:-

Cllr A J Humphries (Chairman)

Cllr Mrs J R Lumley
Cllr Mrs M J Webster

OFFICERS PRESENT

J Bourne	-	Leisure & Contracts Manager
B Broadbent	-	Principal Officer (Architecture)
E Rowland	-	Arts Development Officer
J Bostock	-	Principal Committee Administrator

ALSO PRESENT

N Grant	-	Historical Society of Rayleigh
M Stone	-	Chairman, Rayleigh Mount Local Committee
M Symes	-	Historical Society of Rayleigh
K Turner	-	National Trust

6 MINUTES

The minutes of the meeting held on 29 May 2003 were approved as a correct record and signed by the Chairman

7 DECLARATIONS OF INTEREST

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

8 MUSEUMS, EDUCATION AND COMMUNITY ELEMENTS

The Sub-Committee received a verbal report from the Leisure & Contracts Manager on the elements linking museums, education and the community to the Windmill Project.

It was noted that the Leisure & Contracts Manager was due to meet the County Council's Museum Development Officer the following week for preliminary discussions aimed at giving an overview of the District Council's aims and objectives. This was to be followed by consultation with the County Education Department on the possibilities associated with the involvement of schools.

During debate reference was made to the potential of the Windmill site as a venue for music (including school orchestras) and drama.

Responding to Member questions, officers advised that:-

- It would be possible to consult with Thames Gateway on the availability of funding towards the Windmill Project.
- The original bid for heritage lottery funding included reference to National Trust proposals to re-create the barbican entrance to the Rayleigh Castle site adjacent to the Windmill. This could be re-emphasised in the next bid submission.
- A lottery bid may prove of more interest if it can be shown in the context of wider objectives. In this regard, it would be appropriate to consider the possibilities for separate grant funding for environment aspects.

The Sub-Committee thanked Keith Turner of the National Trust for indicating that he would be happy to discuss the form of words which may be applied in submitting a broad bid. It was recognised that the Council would need to ensure the guidance on bid submissions supplied by the lottery fund was closely followed.

9 COMPETITIVE TENDERING

Note: Councillor Mrs J R Lumley declared a personal interest in this item by virtue of being a member of Rayleigh Town Council.

The Sub-Committee received a verbal report from the Principal Officer (Architecture) on progress with regard to competitive tendering for Windmill restoration works.

It was noted that competitive tenders for the restoration works will now be required to accompany a new lottery bid and that the Heritage Lottery Fund would be seeking particular assurances on brickwork and millwrighting aspects of the project. Following a meeting with the consultant architect, arrangements had been made to undertake a detailed survey of all parts of the existing structure. The architect's fees to date were £3,500. To complete detailed designs and specifications sufficient to obtain competitive tenders will cost a further £3,400. If the bid is successful these sums will be absorbed into the overall percentage fee originally accepted. Competitive tenders for the building works should be available during October to tie in with an autumn bid. The tender process would need to accord with the requirements of the Council's financial regulations.

Responding to Member questions, officers advised that:-

- The Historical Society and the National Trust would have an opportunity to comment on the layout plans.
- The minimum requirements criteria associated with the formal registering of museums were quite extensive and a condition of grant funding.

Consultation on this aspect was ongoing and included the parameters associated with requirements for an office/counter facility. Another key limiting aspect was fire restrictions. Fire officer requirements varied depending on usage proposals. Current proposals involved the introduction of fire resisting glass partitions to contain the ladder staircases and to provide a protected fire escape route.

- It was intended that appropriate inflation provision would be built in to the funding bid given that the Heritage Lottery Fund would not increase an amount once it was offered.
- Holmes Place Leisure Management would be consulted on the possibilities for making part of The Mill Hall building available for administrative/storage/toilet space.

During debate a Member observed that the imaginative use of space would be key. Given that floor space was limited, it would be important to have a clear idea about usage requirements to inform the design process. This will evolve from the impending consultations with the Historical Society, the Museum Service and the Education Department. It was recognised that it would be of value if the Town Council was able to indicate its support of District Council proposals for the Windmill. It was also recognised that there may be possibilities for introducing a wildlife observation post within the site curtilage. Officers confirmed that a large-scale site map could be made available at the next meeting. The map would identify site boundaries, the ancient monument outline and the scope for including a wildlife observation post in proposals.

10 DATE AND TIME OF NEXT MEETING

The next meeting was scheduled for Friday, 5 September 2003 commencing at 10.00am in Committee Room 4, Civic Suite, Rayleigh.

The meeting commenced at 10.00am and closed at 11.36am.

Chairman

Date