

## **Windmill Sub-Committee – 7 March 2005**

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Minutes of the meeting of the **Windmill Sub-Committee** held on **7 March 2005**  
when there were present:-

Cllr Mrs M J Webster (Chairman)

Cllr A J Humphries  
Cllr C J Lumley  
Cllr J M Pullen

### **OFFICERS PRESENT**

D Timson - Property Maintenance and Highways Manager  
B Broadbent - Principal Officer (Architecture)  
C Coates - Arts Development Officer  
J Bostock - Principal Committee Administrator

### **ALSO PRESENT**

N Grant – Historical Society of Rayleigh  
M Hawkins - Historical Society of Rayleigh  
S Skinner - National Trust  
S Lowy - Essex Museums Service  
Cllr P Weaver - Rayleigh Town Council

### **33 MINUTES**

The Minutes of the meeting held on 31 January 2005 were approved as a correct record and signed by the Chairman, subject to the inclusion of Steven Lowy of the Essex Museums Service as present.

### **34 DECLARATIONS OF INTEREST**

Councillors C J Lumley and J M Pullen each declared a personal interest in Item 6 of the Agenda by virtue of being members of the National Trust Rayleigh Mount Local Committee and of being Members of Rayleigh Town Council.

Councillor A J Humphries declared a personal interest in Item 6 of the Agenda by virtue of being a member of Rayleigh Town Council.

Councillor Mrs M J Webster declared a personal interest in Item 6 of the Agenda by virtue of being Vice-Chairman of the National Trust Rayleigh Mount Local Committee and a Member of Essex County Council.

### **35 RAYLEIGH WINDMILL – LATEST DEVELOPMENTS**

The Sub-Committee received and noted the report of the Corporate Director (Finance and External Services), which provided an update on the progress of

the refurbishment project, development of usage of the windmill, and consultation.

In presenting the report/responding to questions, officers advised that:-

- Initial discussions had commenced with the various community groups on their own aspirations for the project.
- Discussions with Soundtrack Limited had identified that the costings for technology would be approximately £21,000 plus VAT, which was part of the original budget.
- Whilst firm costs have yet to be determined, a project management consultant was likely to cost in the region of £20,000-£30,000 depending on the Council's final brief. Monies could be available via budget under spends mainly relating to the sensory garden. Consultants, who would need to demonstrate proven track records, would be sought via a competitive tendering process that would include presentations.
- Work was in hand on the development of a museum acquisition and disposal policy, with a document produced for the Burnham-on-Crouch Museum being used as a template.
- Sensory garden proposals would be developed in consultation with the Council's planning division. Planting and railing would take account of the movement of nearby protected species and the Arts Development Officer could invite local schools/artists to be involved in the development of a tactile sculpture. Whilst the original estimate for the garden had been £50,000, it was likely to cost approximately £30,000.
- Flood lighting arrangements would help security aspects. The monitor for security cameras would be in The Mill Hall.
- Arrangements could be made for the Sub-Committee to visit the site.
- Consultation would need to be undertaken with Holmes Place on management/security aspects and the role of volunteers.
- The Arts Development Officer had a list of artefacts. Future consideration would need to be given to display contents, including those that could be associated with the early 20<sup>th</sup> century.
- Restoration works were progressing well. The floor support posts now had new foundations and all joints and beam-ends had been exposed and treated. Additional timberwork was being carried out in Cap. Repairs to internal plaster were in progress. Scaffolding erection was now underway and suitable bricks being sought. A new lightning

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conductor was being installed. It had been confirmed that the stocks and sails would need to be replaced.

- With regard to windows, it had been established that it was possible to remove more recent brickwork to expose the original tapered windows and provide more light. This could be achieved within budget.
- A full “scrapbook” record of the refurbishment was being developed.

Members endorsed the principle of considering the appointment of a project management consultant and agreed that it would be useful if officers could arrange the next meeting towards the end of April/early May to tie in with a site visit.

It was noted that the Historical Society was currently considering the draft of a book on brick making in Rayleigh.

The Sub-Committee concurred with the observations of the Chairman that it was particularly pleasing that the windows could be returned to their original form and provide more light.

The meeting commenced at 3.00pm and closed at 4.08pm.

Chairman .....

Date .....