

# Moulsham Mill



## Licensee Information

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A large print version of this document is available on request

## History

Moulsham Mill, managed by InterAct Projects Ltd on behalf of the Marriage family, is a Grade II listed building. It is one of the oldest sites in Chelmsford, and a Mill has stood on the site for over 100 years and is listed in the Domesday Book of 1086. The existing wooden building dates back to 1819 with substantial repairs carried out in 1860, and further brick built extensions in 1890.

For centuries it functioned as water mill, with grain being transported from Maldon along the rivers Blackwater and Chelmer. During the middle of the nineteenth century the mill was converted to steam operation. The waterways continued to be used, with coal for the engines being brought to the mill by horse drawn barges. Messrs W H Marriage & Sons, a local Chelmsford based family business, operated the Mill for 200 years until its closure in 1971.

The renovation of the buildings was undertaken in the early 1980's by a charitable organisation called "Interface" under a Community Programme scheme financed by the Manpower Services Commission, and voluntary donations. Out of Interface, InterAct was formed in 1992 and became a registered charity in 1995, and subsequently InterAct Projects Ltd., the trading company, was established.

Today Moulsham Mill offers a range of self-contained offices, open plan space, virtual offices, studio space and meeting rooms, with free on-site parking, plus a craft display and retail area. With on-site management, Moulsham Mill is home to a range of businesses and charities, Chelmsford Community Radio, and Coffee at the Mill – an independent coffee shop.

## Company Information

Company Name: Moulsham Mill

Mill Management Co. InterAct Projects Ltd

VAT Registration No. 688 4795 54

Registered Address Moulsham Mill  
Parkway  
Chelmsford  
Essex  
CM2 7PX

Telephone 01245 608200

Fax 01245 608310

Email [mail@moulshammill.co.uk](mailto:mail@moulshammill.co.uk)

Website [www.moulshammill.co.uk](http://www.moulshammill.co.uk)

### Management & Staff Team

Anita Goldsmith Mill Manager  
InterAct Projects Ltd

Suzanne Saxon Assistant Mill Manager  
Sarah Knowles Business Support Team  
Gill Le Sage Business Support Team

Nicola Cornell Receptionist  
Yvonne Faux Receptionist  
Gillian Gauld Receptionist  
Kira Richmond Receptionist

Alan Bent Maintenance Supervisor

Edwin Knight Maintenance Support Staff  
Brian Purdy Maintenance Support Staff

## Services

### **Reception**

Reception is staffed from 09:00 – 17:00 Monday to Saturday. The receptionist will welcome visitors to the building and notify you of their arrival. In keeping with security, we ask that all visitors are escorted to their destination.

The receptionist will accept mail or parcels on your behalf if required, and in your absence taken messages, which will either be given to you by hand on your return, or left in your private post tray.

A daily register of licensees 'in the building' is maintained. On entering and leaving the building please notify the receptionist, this enables us to provide an efficient service, and is essential in case of emergency.

### **Mill Office**

The Mill Office is open from 9:00 – 17:00 (Mon – Fri)

### **Opening Hours**

The building is open to the public 09:00 – 17:00, Monday to Saturday. The building is open to licensees 08:00 – 22:00 Monday to Friday, and 08:00 – 18:00 Saturdays. The building is closed on Sundays and all bank holidays.

### **Telephone**

All licensees (excluding craft display areas) are required to have a phone line/s connected to the main switchboard. Voice mail and other services are available and all requirements should be agreed with Cloud Nine (our current telecoms provider) prior to moving into the building.

### **Cleaning**

A cleaning service is provided throughout the building (Mon – Fri).

If for any reason you have an excessive amount of litter/refuse to dispose of please contact Reception. The refuse bins are located at the side of the building, in the first recess after the fire escape. Please note our refuse collection is only licensed for day to day office waste. The cleaning service does not include tidying desks, units etc..

### **Recycling**

Recycling bins are provided throughout the building. Larger items, e.g. boxes, can be disposed of in the recycling paladin bin which can be found at the side of the building, in the first recess after the fire escape.

## **Conference & Meeting Rooms**

Rooms are available to licensees at a reduced rate. Please contact the receptionist for details.

## **Post**

Deliveries of post will be sorted into licensees' private trays on Reception. Outgoing mail is collected by Royal Mail from the main reception at approximately 16:20 (Mon – Fri).

A franking service and stamps are available from Reception.

## **Photocopying/Fax**

Photocopying and fax facilities are available to licensees and usage is charged out accordingly. A personal access code will be provided for use of the photocopier, which is sited on the first floor. The fax machine is located at the reception desk and usage is recorded and invoiced.

## **Parking**

Parking permits are provided to licensees and their staff. Car parking areas are located at the front and rear of the building, totalling approximately 60 car parking spaces.

## **Fire**

Fire alarms and extinguishers are situated in prominent positions on all floors. You are asked to familiarise yourself with the Fire Action Notices, which are displayed next to the fire alarm call points. Copies may be obtained from the Mill Office. The alarms and extinguishers are regularly maintained and inspected.

The alarm system is checked every Wednesday at 10:00. A full evacuation fire drill is carried out twice a year and we ask your co-operation at these times in evacuating the building and leaving the doors to offices unlocked.

## **Insurance**

The Mill is insured for:

Fire – buildings cover only

Public Liability – common access parts of the building only

It is the responsibility of all licensees to arrange their own insurance cover, as appropriate. A copy of the certificate for public liability insurance cover should be given to the Mill Office. (See Licence Agreement for fuller explanation).

## **Health and Safety**

Health and Safety is of prime importance at Moulsham Mill, and a copy of the Mill's Health and Safety Policy Statement is available on request to all licensees.

## **Security**

The Maintenance Team are responsible for the day to day security of the building. A member of the Maintenance Team will check external doors and windows ensuring they are locked outside normal business hours (09:00 – 17:00 Mon to Sat). Access entry codes are provided to all licensees.

Licensees have access to the Mill premises from 08:00 – 22:00 Monday to Friday, 08:00 – 18:00 on Saturday. Sunday access is by prior arrangement with Mill Management.

Licensees are asked to assist with the security of the premises by observing the following:

1. If you are the last person on your floor or in the office, please ensure that all windows are closed, the floor door is closed, and where applicable, lock the communicating door to the rest of the building.
2. Outside of normal opening hours please enter and leave by the side door (between the Mill and Cottage building) and ensure that the door closes behind you. An entry access code will be provided to licensees.
3. The security alarms are normally activated from 22:00 – 08:00 (Mon – Fri), 18:00 Saturday until 8:00 Monday. The alarm system is connected to a monitoring station: a deadbolt on the side door is locked once the alarms are set, allowing access only to authorised key holders.
4. Please report any suspicious or unusual occurrences or persons to a member of the Maintenance Team or receptionist, or in their absence inform the local police station (101).
5. Under no circumstances should the keys to the buildings or the access entry codes be passed to any third party without seeking approval from the Mill Management. A maximum of 2 sets of keys will be provided to all licensees at the commencement of the Licence Agreement. Please advise, in writing, of any requirement for additional keys for which the cost will be charged accordingly. Report any lost keys to the Mill Management, any resulting costs will be borne by the licensee.