



## WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs T Leaman, 11 Lower Town,  
Sampford Peverell, Tiverton, Devon, EX16 7BJ 01884 822914  
Email: willandclerk@willandmatters.org.uk

### THE MINUTES OF THE COMMUNITY SUB COMMITTEE HELD ON THURSDAY 14<sup>TH</sup> AUGUST 2014 FOLLOWING THE PLANNING COMMITTEE MEETING IN WILLAND VILLAGE HALL

*PLEASE NOTE: All Council Meetings are electronically recorded in the interests of accuracy.*

#### MINUTES

**Present:** Cllrs Wilcox, Ursell, Warren, Phare, Firkins, Mander, Grantham, Parish Clerk Tracy Leaman

1. **Apologies:** None
2. **Chairman's announcements:** Meeting recorded.
3. **Minutes of meeting held: Community Sub Committee, Thursday 3<sup>rd</sup> July 2014,**  
Proposed Cllr Phare, Seconded Cllr Warren, unanimously agreed.
4. **2014 project** – Summary of phase 1 building costs – Cllr Firkins is meeting Ben Coleman on site to discuss costs for phase I. Cllr Firkins has not heard back from the other builders he contacted for quotes. Cllr Wilcox offered to contact a builder. Cllr Firkins confirmed that the Architect is drawing up the final plans although changes, agreed by the committee, could be made at a later date. The final plans will be given to the committee for consideration before the planning application is submitted. Cllr Firkins handed out a draft report which he offered to update for each meeting and confirmed it would include all Gables activities. Cllr Firkins spoke of business rates, Cllr Warren sought confirmation that as tenants the pharmacy would be responsible for its business rates. Cllr Firkins confirmed this. Cllr Warren asked if another committee member could take over more of the administration work leaving Cllr Firkins to concentrate on the building work and reducing his workload. There followed a long discussion about the structural needs of the roof. Cllr Warren proposed that the way to move the project forward would be by employing builders to complete the whole of the refurbishment, Cllr Phare Seconded, 6 Cllrs voted in favour of this Cllr Firkins abstained. In the absence of financial costing being distributed for consideration prior to the meeting Cllr Firkins gave estimated costings for the work required.

Refurbishment repair and link work	14,500
------------------------------------	--------

Main Electrical mains to site	2,400
Wiring for sockets and lights – Phase 1	8,100
Main Gas Supply to site	2,000
Central Heating right through	7,000
Telecom wiring	1,000
Fire Alarm system	2,000
Water/Plumbing	3,000
Windows and roof	<u>20,000</u>
<u>Total:-</u>	<b>60,000</b>

#### **5. Matters arising**

Consultation update – Cllr Ursell emailed details to Cllrs 1<sup>st</sup> August  
 Timetable to completion – Cllr Firkins - November 2015

#### **6. Charity formation - Adoption of Willand Health and Community Centre**

Constitution, once the bank account details have been confirmed Cllr Warren will update the CIO application and resend to all Cllrs for approval prior to submitting. **Action Cllr Warren**

#### **7. Business Plan – Cllr Warren is drafting the business plan and will forward it to Cllrs when completed. Action Cllr Warren**

#### **8. Liaising with tenants – Cllrs Ursell, Wilcox and Firkins – Pharmacy meeting notes forwarded to Cllrs 1<sup>st</sup> August. Cllr Firkins met with the Doctors Practice who will consider a short term rental agreement in the first instance and a longer rental agreement when phase II is complete, their requirements need to be confirmed. The Pharmacy has confirmed its requirements. The remainder of the meeting notes of 30<sup>th</sup> June are required, after Cllrs Ursell left the meeting. Cllr Ursell offered to arrange a meeting with the Doctors Practice. Clerk has the signed Pharmacy meeting notes. Actions Cllrs Firkins, Ursell**

#### **9. Site Plan – Dave Thompson has given Cllr Firkins a draft copy of a health and safety document, it can be amended to suit the site’s needs. This has to be in place when work commences.**

#### **10. Health and Safety/legal implications/involved costs – A CDM Coordinator will need to be employed, advice could be sought from the Architect.**

#### **11. Mail shot/Buy a brick scheme – update Cllrs Wilcox, Warren – to be considered once the charity registration has been accepted.**

**Meeting closed: 21:34**

**Cllr Frances Wilcox**

**Chair Willand Community Sub Committee**