



WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs T Leaman, 11 Lower Town,
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THE MINUTES OF THE COMMUNITY SUB COMMITTEE HELD ON THURSDAY 2ND OCTOBER 2014 AT 19:00 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, Parish Clerk Tracy Leaman

1. **Apologies:** Cllrs Grantham, Mander
2. **Chairman's announcements:** Meeting recorded
3. **Minutes of meeting held:** Thursday 4th September 2014, Proposed Cllr Phare, Seconded Cllr Ursell, unanimously agreed that they be signed as a true and correct record.

Cllr Warren sought assurance that Cllrs are committed to the project as a group and asked if the project is affordable as more money will be needed to cover administration costs than previously thought. He also urged Cllrs to respond quickly to project emails as the application must be submitted soon.

4. **Planning application:**

- (a) The committee will be submitting a full planning application for the change of use for the whole site – Phases 1 and 2, agreed by email and now ratified.
- (b) A presentation was made, the recommendations of which is to alter the plans. Proposed Cllr Ursell, Seconded Wilcox, unanimously agreed that the presented document for amendments to plans be accepted.
- (c) Design and Access Statement – amendment notes sent to Cllrs prior to the meeting. Proposed Cllr Wilcox, Seconded Cllr Ursell, unanimously agreed accepting amendments.
- (d) It will be necessary to have another visit to the architect. Proposed Cllr Phare, Seconded Cllr Wilcox, unanimously agreed approval of additional costs.
- (e) Signed and dated copies of the final S106 agreement and transfer document are required. **Action Cllr Ursell and Clerk.**
- (f) The planning application should be submitted by the architects. Cllr Ursell will clarify this. **Action Cllr Ursell**

Structural engineer – The architect is getting a quote from the structural engineer the architect can then draw up the next stage of plans.

5. Proposed tenants –The Pharmacy has been briefed as to the PREAP meeting with the Planning Officer and could live with the suggested changes to the entrance.

The Surgery has been updated as the result of the PREAP meeting and sent scale plans to come back with a suggested layout for Phase 1 as the room sizes requested cannot be achieved.

6. Finances – update Cllr Ursell

Building costs – one written quote received so far. All builders will be given the same specification to work from.

Funding – smaller funding applications will be made before approaching Viridor. Three funding bids have been given to County Cllr Radford.

Rent – Cllr Ursell has emailed but not yet received a response from Nick Seddon. Thorn and Carter would charge £150 - £200 to carry out a rent survey. Two quotes will be sought. Proposed Cllr Ursell, Seconded Cllr Warren, unanimously agreed that a maximum of £200.00 + VAT be spent on a survey.

Rates/business tax – The rentable value is needed for business tax valuation.

VAT registration - There is a concession for charities, the charity provides an exemption certificate to the building. The alternative is to register for VAT.

Action Cllr Ursell

Council Tax – seeking exemption as the property is inhabitable, discussing with Steve Buckingham, Revenues Inspector MDDC.

7. Charity application

- (a) Constitution. Approved by Council ready for submission.
- (b) On Line Application Form. Approved by Council and now fully updated including amendment to Trustees. Bank details required and Website address if applicable. Updated Trustee Declaration form ready.
- (c) Business Plan. Updated draft circulated to Cllrs prior to the meeting, figures needed for completion.

Transfer – The building will be leased to the CIO rather than gifted. It will cost £600 - £1000 to arrange the lease and covenant.

Work is needed to the hedge – Cllr Ursell will discuss with Simon Green – next. Environment committee agenda.

Meeting closed: 20:50

Cllr Frances Wilcox

Chair Willand Community Sub Committee