



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 4TH DECEMBER 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, Grantham, Clerk Tracy Leaman

1. **Apologies:** None
2. **Chairman's announcements:** Meeting recorded.
3. **Minutes of meeting held:** Thursday 6th November 2014 Community Sub Committee, Proposed Cllr Warren, Seconded Cllr Grantham, unanimously agreed that they be signed as a true and correct record.
4. **Planning application:** The application has been submitted and registered. Letters of support have been submitted by the School, Pharmacy, Doctors Surgery and Village Hall Committee.
5. **Community awareness and participation:** Cllr Warren designed a new logo/letterhead to give the project its own identity. The committee unanimously agreed to use this logo/letterhead in future.
Cllr Warren forwarded a letter, offering give a presentation of the project to local groups, to all Cllrs for consideration prior to the meeting. He suggested a slide show could be used and has started this using pictures from the architects drawing. The committee unanimously agreed to post the letters in the New Year.
Action Cllr Warren, Clerk
Cllr Warren prepared a Project Performance Monitor it was emailed to Cllrs prior to the meeting. It will be updated as the project progresses.
Cllr Grantham and Ursell offered to visit the neighbouring properties to explain the project to the householders. Cllr Ursell will also be speaking with St Mary's Guild about the project.
Cllr Warren urged more communication/support from other Cllrs to drive the project forward.

- 6. Proposed tenants:** The Pharmacy is happy with the proposed plans. The Doctors will discuss the plans further at their meeting next week and now urgently need rent and business rates figures. IT for the doctors will require 3 months' notice for installation. In the New Year the Parish Council will ask MDDC how the planning application is progressing if all looks well an email will be sent to Cllrs seeking agreement in contacting the Architect to hire a Structural Engineer.
- 7. Hedge cutting/hedge:** Cllr Ursell has spoken with Simon Green about reducing the height of the hedge and will speak with him again. Cllr Grantham will ask the Handyman how many hours work he would need to cut and clear the plot and put back the removed bricks in the New Year. It may be possible that the cuttings go to the Community Composting site.
- 8. Cllrs Warren and Ursell's meeting with Simon Green:** Ratification of meeting notes, Proposed Cllr Warren Seconded Cllr Wilcox, unanimously agreed. Westhaven Homes could lay the bulk of the Gables drainage and connect it to their system as they will be using some of the Gables site as their compound. Simon Green confirmed that it could cost £8,000 - £9,000, a considerable saving on arranging the work independently. Final costings will be emailed to all Cllrs for agreement. Cllr Warren will email drain plans to the other Cllrs.
- 9. Finances:** The Gables finances will be presented at the Finance and Administration Meeting where any monies that haven't been agreed/recorded in minutes will be ratified.
 Building costs – Phase 1 approximately £60,000.
 Funding - Paul Tucker will ask Viridor if they would support the project. The application form needs completing as soon as possible, ready for the meeting on 20th January 2015. Paul will also be asked to suggest other small funding options.
Action Cllr Ursell
 Rent – Thorn and Carter supplied the rent per square foot details from this Cllr Warren drafted initial rent figures, emailed to all Cllrs, which will be sent back to Thorn and Carter for final rental price banding along with queries that need answering.
 Rates – Once the rental values have been confirmed rateable values can be sought.
Action Cllr Ursell
 VAT – Accountant to be chased. **Action Cllr Ursell**
 Insurance – The committee discussed the amount the site is currently insured for. Following the discussion Cllr Ursell Proposed, Cllr Phare Seconded, unanimously agreed to increase the current value to £150,000. **Action Clerk**
- 10. Charity application:** Awaiting response from Charity Commission.

Meeting closed: 8.30 pm

Cllr Frances Wilcox

Chair Willand Community Sub Committee