

## CLERKS REPORT – February 2014

### ***5a) Band Hut – Summary of meetings held in January, resulting recommendations and outcome of discussions held with Mere & District Railway Modellers Club***

Notes on meeting held on 20.10.14

Present: Cllrs. Lesley Traves, Brett Norris, Clive Hazzard & George Jeans + Clerk.

- Recommend leasing building to Mere & District Railway Modellers at an initial peppercorn rent on the understanding that they repair and refurbish the building at their own cost.
- Insurance, rates, utilities and all other outgoings to be paid by Railway Modellers.
- Parish Council will appoint a surveyor to provide a list of works and a plan over a 3 year period. Surveyor also to conduct periodic inspections (timing to be agreed) to ensure that work is being carried out as instructed.
- To take advice on the length of the lease but probably a 7-year lease with a rent review after 2-3 years when the Parish Council will look to increase the rent to recover its costs. (Rent should be a Community Rent i.e. not Commercial rent).

Clerk to make sure that there is nothing in the transfer deeds that precludes us from leasing building to Model Railway Club. Also to ask Elizabeth Broderick-Barker (solicitor) if she would be prepared to do lease and, if so, if she can provide a ball park figure.

Lesley to contact Chris Weedon from Gilyard Scarth to see if he could carry out surveyor work (as detailed above) and ask for a quote.

### Following

Lesley arranged meeting with Chris Weedon for Wednesday 22<sup>nd</sup> at 1.00 p.m. - Chris Weedon happy to act on our behalf and has written letter suggesting terms etc. as follows:

"I suggest that I prepare an initial Schedule of Condition including requisite repairs, to be approved by the Parish Council and agreed with the Model Railway Club. Whilst I understand that some of the members of the Model Railway Club are willing and have the skills to carry out the repairs, there will be certain issues requiring a professional approach including:-

- Removal of all rotted flooring, investigation as necessary to establish whether dry rot has spread into other areas of this timber structure, and sterilisation treatment – before any new flooring can be laid. Such work would be covered by a 20 year guarantee, and I would favour using Timberwise of Sherborne with whom I have worked on a regular basis for many years.
- We would need to be satisfied that the electrical installation within the building is entirely safe and to this end it would need to be tested by a registered NICEIC Electrician, any necessary works undertaken by such a Contractor, and appropriate Certification provided.
- If a mains gas supply is connected, again the installation and appliances would need to be checked by a Gas Safe Engineer and remedial works undertaken as necessary.

NB I assume, as in the case of all the other works, that the Model Railway Club would be responsible for the cost of the above items?

Once the Schedule of Condition has been drawn up and agreed both by the Parish Council and by the Model Railway Club, I shall be happy to make periodic inspections to confirm that the repair works are being carried out to an appropriate standard.

In terms of my involvement, I anticipate that my Professional charges should not significantly exceed £1000 plus VAT (taking into account the time involved in checking the building, preparing the initial Schedule of Condition and requisite works, arranging for appropriate contractors to deal with those items listed above, and thereafter to undertake periodic inspections to satisfy myself on your behalf that works are progressing to a satisfactory standard).

To clarify matters, you as the Parish Council would be my client, and I would account to the Council for my charges.”

21.1.14 – LW telephoned solicitor who is looking at transfer deeds – result is that it is OK to lease the Band Hut to the Mere & District Railway Modellers.

#### Notes on meeting held on 28.1.14

Present: Cllrs. Lesley Traves & George Jeans + Clerk. Also Jenny Seward & Tom Snook

Jenny Seward & Tom Snook agreed with all of above suggested terms except that they would like the Parish Council to pay for contractor to take out & dispose of old flooring and treat the building for dry rot. Railway Modellers will then put in new flooring and carry out rest of work in consultation with agent.

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**5c) Wiltshire Community Infrastructure Levy Consultation – Minute 89c)** – the link to the relevant pages on Wiltshire Council’s website is :

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy.htm>

I am also attaching separate documents to form an addendum to the Clerks Report:

The Community Infrastructure Levy (CIL) – this will give some useful background information as well as thoughts from another Clerk in Wiltshire and my own thoughts and also some of my own notes on Wiltshire Council’s consultation.

Easy Guide to CIL – this is Wiltshire Council’s summary of their consultation document.

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**5d) South West Wiltshire Public Rights of Way Improvement Programme – Minute 90b) . Also comments from Councillors D. Hope & J. Jordan and representatives of Mere Footpath Group.**

“I would like to ensure that there is a place for discussion of the implications of the South West Public Rights of Way Improvement Programme. If it could be discussed at the February meeting and giving outline agreement to some suggestions then these could be presented clearly for the March meeting and in good time to hand over to the Community Area Manager(WC) for their date of the 9<sup>th</sup> March.

Some points from the meeting:

The expectation is that Parish Councils collate audits of RoW in the parish and discuss local priorities.

Subsequent to the 9<sup>th</sup> March PCs may have to liaise with landowners as necessary. The Area board will consider funding potential improvement schemes along with funding from PIGs and Parish Councils. The WC RoW team will suggest a viable programme for improvement

We have, in the Mere Footpath Group, the wherewithal to complete much of the audit in time. In addition the MFG have some proposals already in mind with regard to improving RoW in Mere. Finally, we have a member, David Stokes, willing to take on the role of co-ordinator (I believe he has already spoken with you about this).

The Mere Footpath Group is committed to completing a programme of maintenance of the ROW in Mere and is supported by WC but we feel that more could be done.

In Mere we might apply for funding to:

1. republish a walks booklet or provide a web version
2. develop some footpaths so as to create a circular path, suitable for wheelchairs and pushchairs, which would allow a tour of the village, the local countryside and some of the water features in the parish.

3. work with landowners to create permissive paths linking existing footpaths
4. invest in powered tools and the training and safety gear that goes with it enabling us to link in with programmes like Seeds for Success for young people in the parish

With the tacit approval of the Parish Council, these ideas (and others suggested by councillors) could be developed during February as a complete proposal to put before the Community Area Manager in March.”

John Jordan and David Hope

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**10b – To consider report on interim Internal Audit** - ‘I have carried out an interim internal audit of the Mere Parish Council Financial Statements for the year ending 31 March 2014. In my opinion the Council has maintained proper accounting records and the financial statements have been properly prepared. The Council may remember that last May I recommended that action to be taken to review the Council’s buildings in line with a request from the insurers, and that the extent of the Council’s responsibility for the maintenance of the churchyard and its knock-on-effect on public liability issues be clarified and documented. These recommendations were accepted by the Council. Therefore, whilst I understand the reasons behind the lack of progress, I would recommend that target dates be set for the completion of both these tasks. I would like to acknowledge the assistance I have received from the Clerk, Lindsey Wood. As always, she makes this task easier by having everything ready to hand and in such good order.’ – John Wilson

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