

# MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.  
Tel: 01225 760372 or Email: marketlavpc@gmail.com

Minutes of the **Old School Committee Meeting** of the Parish Council  
**Held on Tuesday 6th March 2018**  
**At 7.15 pm in the Old School, Market Lavington**

**Committee members in attendance:** Cllr Myhill (Chairman), Cllr Earley, Cllr Davis, Cllr Padfield, Cllr White, Bob Gordon (Temporary member offering support with Restoration Project), Mike Bridgeman (Tuesday Club Trustee)

**Committee members absent:** Cllr Whitehorn

**Others in attendance:** Carol Hackett (Parish Clerk)

	<b>AGENDA ITEM</b>
17/18-355	<b>Apologies for Absence</b> Diane Pearce-Harvey (Tuesday Club Trustee) had sent apologies due to personal commitments, which were accepted.
17/18-356	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
17/18-357	<b>Minutes of Committee meeting</b> The minutes of the following meeting of the Old School Committee, having been previously circulated to members, were approved and signed as a correct record: a) Old School Committee meeting 31st October 2017 (proposed Cllr White, seconded Cllr Earley – Cllr Davis abstained from the vote as he had not been present at the meeting).
17/18-358	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.16pm.
17/18-359	<b>Update on actions agreed at last meeting</b> a) Exterior drainage problem at front left of Old School – The Clerk reported that the work had now been carried out by Bodman's. Bob Gordon reported that the drain now appeared to be coping well during heavy rainfall. He also noted that the contractor had agreed to come back and finish off the top tarmac dressing, which was currently still a little uneven. Following a brief discussion it was recognised that it might be prudent to wait until after the restoration works have been completed before carrying out this 'finishing off' work to the tarmac – <b>ACTIONS</b> – Clerk to liaise with contractor. b) Litter bin – The Clerk reported that Cllr Osborn had now relocated the bin across to the other side of the pavement, attaching it to the railings at the top of the steps. c) Possible fundraising event – Cllr Earley confirmed that she had spoken with a local wine merchant, and a couple of cheese producers. Following a brief discussion it was suggested that it might be more suitable to use this type of event as part of the 'celebrations' when the restoration work is completed to promote the improved venue – <b>ACTIONS</b> – No further action for the moment. Cllr Davis suggested the idea of 'sponsoring a roof tile' as a good way of publicising the project and raising some money. Members fully supported this suggestion – <b>ACTIONS</b> – Cllr Davis to follow up and investigate setting up a 'Just Giving' page. d) Request for hand rail to be installed at the bottom of the steps on the right hand side of the building / need to improve and regularise signage on the exterior of the Old School – Cllr Davis referred to advice he had received from a structural engineer, and the Clerk provided details of the advice received from a local conservation planning contact provided by Andrew Simpson (Restoration Project Manager - Cannings Estates) – <b>ACTIONS</b> – Cllr Davis to take photographs of existing signage and handrails around the exterior of the Old School in preparation for further discussion and consideration at next OSH committee meeting (final designs and proposals will then be sent to the

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	<p>Wiltshire Council Conservation Officer to ascertain if Listed Building Consent will be required)</p> <p>e) Fire Risk Assessment document – Cllr Davis noted that there appeared to be some anomalies with the information detailed on the building plan, and the actual positions of the fire equipment– <b>ACTIONS</b> – Clerk to send Cllr Davis copy of Fire Risk assessment template provided by Bob Gordon for him to review and report back at next OSH committee meeting.</p>
17/18-360	<p><b>Old School Restoration Project</b></p> <p>a) Informal meeting with approved contractor, Project Manager and representatives from the OSH committee 29/11/17 – The meeting notes were noted and the following question raised:</p> <p>i. Why was the figure of £100,000 quoted in the 'letter of intention' which was sent to the approved contractor by the Project Manager – <b>ACTIONS</b> – Clerk to discuss with Project Manager and report back</p> <p>b) Plain Action Grant – The Clerk referred to information received from the Grant Programme Manager confirming that the application was currently with the appraiser. On its return, it would then be submitted to Defra again, and if everything is ok, the aim would be to take it to the Plain Action board meeting at the end of March.</p> <p>c) VAT registration – Consider when/if to submit 'voluntary VAT registration' application – Following a brief discussion it was recognised that the best course of action would be to wait until a decision is received regarding the Plain Action grant application before the final decision is made whether to 'voluntarily register for VAT' or not – <b>ACTIONS</b> – Matter to be discussed again after grant decision received.</p> <p>d) Public Works Loan Board (PWLB) Loan – Consider timing for submission of loan application – Following a brief discussion it was recognised that with the uncertainty regarding interest rates it might be prudent to submit the loan application sooner than originally intended. As this was a matter that would need approval of 'full council' it was agreed to include it as an agenda item for the main Parish Council meeting in March – proposed Cllr Davis seconded Cllr Padfield – <b>ACTIONS</b> – Clerk to organise.</p> <p>e) Liaison with Old School Regular Users – With the start date for the Restoration Work now confirmed as <b>Monday 4<sup>th</sup> of June</b> it was agreed to write to all the regular user groups to advise them, and remind them of the need to remove all their equipment – <b>ACTIONS</b> – Clerk to action.</p> <p>f) Any other updates – Reference for CDM Advisor not yet received - Project Manager agreed to chase up. Contact not yet made from Contractor to arrange dates for investigative work – Clerk to chase up.</p> <p>g) Next steps – As detailed above.</p>
17/18-361	<p><b>Parish Council insurance renewal documents</b></p> <p>Members reviewed the items included within the policy which came under the remit of the OSH committee and considered that the current cover was sufficient. It was however noted that the Insurance Company would need to be informed that the restoration works were going ahead, and that it might be necessary to review the insurance value cover for the Old School when the work was completed – <b>ACTIONS</b> – Clerk to advise Insurance Company accordingly.</p>
17/18-362	<p><b>Other Old School Hall business</b></p> <p>Cllr Davis noted that the tree at the top of the steps from Church Street was not looking very healthy and suggested contacting the PCC to advise them – <b>ACTIONS</b> – Clerk to contact Church Warden</p>
17/18-363	<p><b>Date of next Meeting</b></p> <p>Tuesday 3<sup>rd</sup> April.</p>
17/18-364	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 8.40pm.</p>