

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

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VAT Registration Number: 296 9715 35

Minutes of the **Old School Committee Meeting** of the Parish Council
Held on Tuesday 25th September 2018
At 7.15 pm in the Community Hall, Market Lavington

Committee members in attendance: Cllr Myhill (Chairman), Cllr Davis, Cllr Whitehorn, Cllr Padfield, Cllr Gordon, Mike Bridgeman (Tuesday Club Trustee – arrived at 7.32pm) and Diane Pearce-Harvey (Tuesday Club Trustee).

Others in attendance: Carol Hackett (Parish Clerk)

	AGENDA ITEM
18/19-119	Apologies for Absence Cllr Earley and Cllr White had sent apologies due to personal commitments, which were accepted.
18/19-120	Declarations of Interest and Dispensations to Participate There were none.
18/19-121	Minutes of Committee meeting The minutes of the Old School Committee held on 10th May 2018, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Davis, seconded Cllr Padfield).
18/19-122	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.22pm.
18/19-123	Update on actions agreed at last meeting <ul style="list-style-type: none">a) New hand rail at the bottom of the steps on the right hand side of the building – Cllr Davis reported that his local contact (a Civil Engineer) had prepared a specification for the work based on the same design as the existing handrail on the adjacent ramp. It was recognised that this design would need to be submitted to the Conservation Officer for her consideration, and that a formal LBC application may be necessary – ACTIONS - Cllr Davis to liaise with Conservation Officer and report back to Committee.b) New signage for exterior of the Old School – Cllr Davis circulated drawings of his initial design ideas and wording for the new signs, which received a positive response from members – It was again recognised that the designs would need to be submitted to the Conservation Officer for her consideration, and that a formal LBC application may be necessary – ACTIONS - Cllr Davis to liaise with Conservation Officer and report back to Committee.c) 'Sponsoring a tile' / 'Just Giving' page – Cllr Davis reported that approximately £500 had been raised to date. He would be uploading additional photos to the site shortly which was hoped would increase interest.
18/19-124	Old School Restoration Project <ul style="list-style-type: none">a) Project Finance Report – The Clerk reported that currently it was anticipated that the project restoration costs were likely to go over budget by approximately £4,400. There were however a number of items that had yet to be accounted for i.e. window blinds, matting, additional projector costs, possible repairs to sliding doors, repairs to inside of windows, tables and chairs etc. An amount of £3,637.75 had been included in the 18/19 budget for the project which had yet to be used, and there remained £1,569.17 in 'Earmarked Reserves'. There then followed a discussion regarding the design of the replacement windows. The intention to remove the modern aluminium windows and replace them with a design to match the adjacent original windows, as requested by the Conservation Officer, seemed to have been ignored – ACTIONS – Clerk to discuss with Project Manager on the telephone, prior to the planned Contractor meeting scheduled for tomorrow morning.

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- b) Contractor Meeting held on Wednesday 19th September – It was noted that although the official completion date had been agreed for 22nd of September, the Parish Council had been notified by the Contractor that completion of the roof was likely to over-run by a few days. Having visited the site briefly, prior to the meeting, members considered that there still appeared to be a lot of work that needed to be finished and that the completion date did not appear to be realistic – **ACTIONS** – Matter to be discussed further at tomorrow’s Contractor meeting, and Regular Users to be advised accordingly.
- c) Interior of building – *Window blinds*: Members recognised that it would be necessary to install blinds in the main room to enable use of the projector during the day, and possibly over the glass on the door between the main room and the John Reid Room – **ACTIONS** – Clerk to obtain some quotes for consideration at next meeting. *Internal storage*: Members reaffirmed the plan to have as little internal storage as possible. It was however recognised that it would be necessary to provide storage for some of the projector equipment, and possibly some gaming equipment. A proposal for a cabinet to display artefacts regarding the Old School was also discussed – **ACTIONS** – Cllr Gordon to obtain some quotes for suitable cabinets for consideration at next meeting. Cllr Whitehorn to make some enquiries regarding the Youth Club. *Cameras*: The possibility of installing cameras to monitor around the exterior of the building was briefly discussed – **ACTIONS** – Matter to be considered further. *Back gate*: In order to help prevent people being able to congregate at the rear of the building, a suggestion was made to install a gate (positioned between the end of the storage building nearest to the steps, and the main building) – **ACTIONS** – To consider further when area is clear of scaffolding etc.
- d) Wi-Fi – members recognised that it would be necessary to provide Wi-Fi in the building for effective use of the projector – **ACTIONS** – Cllr Davis to research different options available for consideration at next meeting.
- e) Re-opening Launch Event – Members reviewed the initial list of suggestions already put forward. It was then agreed that the event would be held in the evening from 6-8pm, probably on a Friday in mid-late November – **ACTIONS** – Clerk to update the ‘list’ so it can be used as the basis for planning the event and allocating responsibilities. It was also suggested that the Launch Event should be followed by an ‘Open Day’ of the Old School on the Saturday, to provide the opportunity for local residents to pop in and view the facilities available – **ACTIONS** – Cllr Gordon to organise.
- f) Hiring charges / packages
- i. Review current charges and consider if any other hiring packages should be introduced – some initial thoughts were discussed, after which, it was agreed that members would take some time to consider the matter further and bring any proposals back to the next meeting.
 - ii. Consider requirements for new booking form – matter deferred to next meeting
- g) ‘Friends of the Old School’ – Mike outlined the proposal to set-up a volunteer group to support the Old School in the future. Members fully supported this proposal and it was agreed to promote the idea at the Launch Event. Agree arrangements for transporting back items in storage – Due to the uncertainty regarding when the Restoration work would be completed, it was agreed to hire the container for a further month, until the end of October – **ACTIONS** – Matter to be considered further at next full Parish Council meeting.
- h) Any other updates – *Website*: Meeting yet to be held with local IT expert as agreed at last Parish Council meeting – matter deferred to next meeting. *Tables & chairs*: Following a full discussion members decided that the chairs previously offered from the surgery would not be suitable for the Old School – **ACTIONS** – Clerk to contact Surgery thanking them for their offer and explaining why it had been declined. Tuesday Club to submit a grant application to the Area Board for tables and chairs to meet their specific and particular needs. Any additional furniture required would need to be purchased by the Parish Council – **ACTIONS** – Cllr Gordon to help with obtaining an additional quote for the Tuesday Club. *Fire Risk Assessment*: The Clerk

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	<p>reported that the powder extinguisher had self-activated whilst in storage, and it had therefore been necessary to obtain a replacement unit. It was agreed that the full 'fire risk assessment' would be carried out when all the restoration work had been completed and the scaffolding had been removed – ACTIONS – Clerk to arrange at the appropriate time. <i>DVD of restoration project / Old School history</i>: Mike outlined the option suggested by the photographer to produce a DVD for the Parish Council, for which members indicated an interest – ACTIONS – Mike to discuss idea further with photographer, including estimate of cost etc.</p>
18/19-125	<p>Other Old School Hall business There were none.</p>
18/19-126	<p>Date of next Committee Meeting Tuesday 9th October 2018 – to be held in the Old School</p>
18/19-127	<p>Closure of meeting There being no further business the meeting was closed at 9.50pm.</p>