

MINUTES OF THE MEETING OF THE GLEBELANDS  
PROJECT GROUP (GPG) HELD ON OCT 14 2019

Attendees: Cllrs Terry Jackson and Peter Coe  
Cllr Stephen Abbott gave his apologise

**1. Discussion on points raised by Cllr Peter Coe:**

- Cllr Terry Jackson asked Amanda to obtain Heads of Terms from West Sussex for the purchase of agreement. (*Action Clerk*)
- Cllr Terry Jackson asked for Minimum Working Reserves to be an agenda item at the next Finance & General purposes Committee meeting.
- Cllr Terry Jackson asked Amanda to obtain a copy of the Glebelands Lease. (*Action Clerk*)
- If the Glebelands purchase was to go ahead how would the Centre be managed – Action: All

**2. Involvement with Glebelands Directors:**

- The extent of engagement with the Glebelands Directors will be limited to due diligence requirements.
- It was noted that there has been no response to the request for a copy of the Glebelands accounts.

**3. Actions to be taken and by whom:**

Purchase price of the Glebelands £200k

- Cost of general repairs currently known (see separate list)
- Cost of improvements considered necessary
- Cost of updating services where required and certification
- Obtain the Glebelands profit/loss accounts for the last year
- Determine the yearly running costs of Glebelands including all overheads
- Additional costs that may be incurred with different Glebelands management
- Cost of modifying the Glebelands to allow for inclusion of the Parish Office
- Office relocation costs
- Resale valuations of the Parish office both as an office or with planning permission also consider rental value
- Value of the freehold on the flat above the office
- If the possible library facility and Police hub is included what additional cost for modifications
- Cost of the survey and any repairs as a result

- How to fund the purchase and any work necessary to be carried out, eg loan, grant, reserves etc
- Who would manage the Glebelands
- What would be the estimated impact on the Parish precept over the next few years
- Estimated legal costs
- Obtain the WSCC terms of agreement for purchase
- Obtain a copy of the current lease
- Agreement on our relationship with the Glebelands Directors
- Asbestos Certification
- The extent of the purchase of Glebelands, ie does the purchase include all land including current car parking

Cllr Peter Coe asked if it could be clarified whether the purchase is Building only or Building and land? (*Action Clerk*)

Cllr Peter Coe offered to prepare the framework for the option study for the final report and risk register. (*Action Cllr Peter Coe*)

**4. Agree work required at The Glebelands:**

Agree work required at the next meeting.

**5. Date of next meeting:**

21<sup>st</sup> October 2019 10.00am at the Parish Office