



Next actions for a Parish Office

Presentation to Full Council 10 January 2019



Previous investigations for a Parish Office

- There are proposals for short, medium and long term solutions.
- Short term has been solved by the rent of the offices in QEP.
- We have identified a number of locations for a Parish Office in the past.
- Our current lease ends in September 2021 unless extended.
- We already know that there has been greater engagement with the community through the new office.
 - PCSO.
 - Joint Enforcement Team.
 - Working party meetings.
 - Our Landlord.
 - FLGCA representatives visiting the office.
 - Individual discussion meetings with Mr D Carden.
- Conference area used for Staffing Committee meetings, with both toilet and refreshment facilities.
- Action needs to be taken now to secure a medium term option for the Parish Office.



Properties and Locations previously investigated

- The following list demonstrates that the Parish Council has investigated office facilities in the parish and form the basis of the exceptional circumstances presented to GBC as part of the discussions surrounding the Keens Lane development.
- The list, though not exhaustive, demonstrates the efforts the Parish Council has made to secure office space within the parish.
- Reasons for not proceeding have been
 - The size of the office being inappropriate.
 - The development not securing planning permission.
 - The developer not wishing to engage with the Parish Council.
 - The Landlord not wishing to proceed with the Parish Council.
 - Costs
 - Property unavailable

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- Office space – Frog Grove Farm
 - Hare and Hounds
 - The Ship Inn
 - White Lyon and Dragon
 - Former British Legion, Wood Street Village Green
 - Former Women's Institute Hall Broad Street (Chapel)
 - Worplesdon Memorial Hall (In Hall)
 - Rokers – Offices provided by a developer for £1
 - Rokers Driving Range
 - Merrist Wood College – Offices provided by a developer for £1
 - Merrist Wood College
 - Harry's Meadow
 - Shops in local shopping parade

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- Barns in Holly Lane
 - The Pines Industrial Estate
 - Nevins Copse
 - Worplesdon Memorial Ground between cottage and new hall
 - Burpham Court Farm
 - House in Gravetts Lane
 - Office space in St Albans Church Hall
 - Sandiacre Nurseries
 - Kings Yard, Jacobs Well
 - Frosbury Farm - Unit 5
 - Keens Lane Development
 - Blanket Box, Goose Rye Road
 - The Forge at Wood Street Village



Meeting with the Chairman of Worplesdon Memorial Trustees

- It was agreed by all that the existing first floor council chamber is not fit for purpose
- The small hall lacks the dignity required for a council chamber and is noisy with other activities going on.
- Three possible sites identified by the Memorial Trustees.
 1. Adjacent to the preschool play area
 2. Between the small conference room and the caretaker's house
 3. between the caretaker's house and the sports pavilion
- Parish Council requirements
 - A self-contained building
 - An office space for 5 people
 - A small conference room
 - A bespoke council chamber
- Memorial Trustee considerations
 - Possible loss of revenue
 - Sale or lease of land must ensure best consideration (the charity has a duty to act with fiscal responsibility)

Option 1



Option 2



Option 3





Discussion on Option 3

- Option 3 the more favourable location
 - Green belt
 - Loss of trees
 - Close to sports facilities
 - Possible damage to the building due to location
 - Away from main road
 - Lack of security - Isolated working.
 - Lack of visibility
 - Limited parking
 - Costs



Considerations

- Need to engage a design team to prepare a proposal
- Agreement with the Memorial Trustees to the proposal
- Public Consultation on the proposed building to obtain evidence for the Public Works Board funding. Would need to be carried out before submitting a Planning Application.
- Planning Application to be submitted
- Rental cost for the building
- Build period and cost
- Loan repayment and rental costs may increase the precept



T J Hunts

- Prepared to provide an office for the Parish Council
- Current Planning Permission for the site will only allow access during normal working hours (no evening meetings)
- Central between two of the 4 villages
- Close to centres of population
- Close to a frequent bus route
- Visible with other users in the area
- Secure site
- Building would be a match for the existing buildings but much smaller

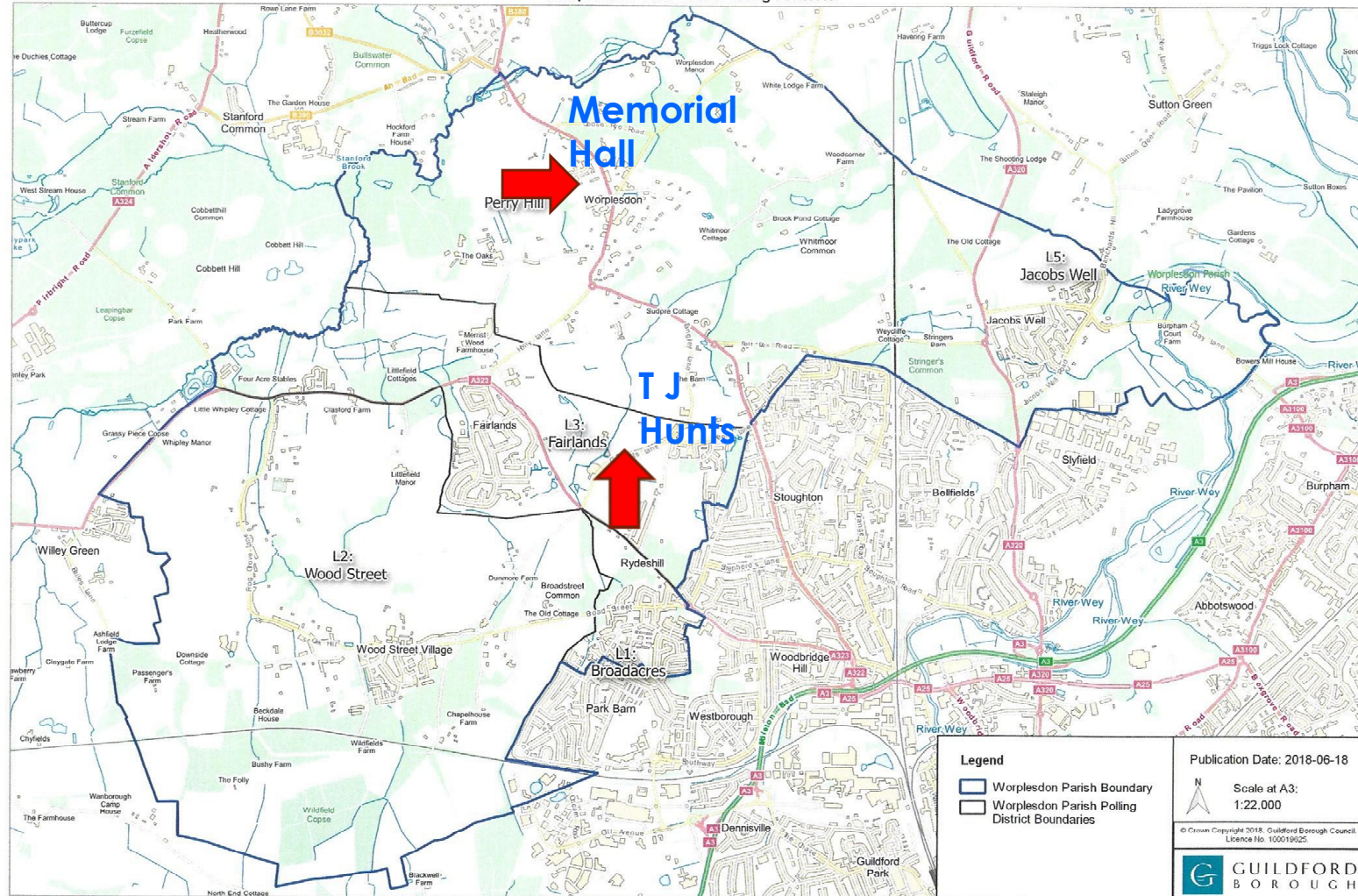




Considerations

- No upfront build costs
- Design by the land owners to match their existing buildings and to suit our requirements
- Rental likely to be the same as the QEP office
- Annual rental terms to be agreed
- Engaging with the business community
- Solves the medium term option
- Need to submit a planning application
- Build period

Worplesdon Parish and Polling Districts





Action

- ▶ Council to discuss and consider option to proceed with.