

**MINUTES of the ANNUAL PARISH COUNCIL Meeting** of Morcott Parish Council meeting held on Tuesday 17<sup>th</sup> May 2016 in Morcott Village Hall.

**6/16 ELECTION OF THE COUNCIL CHAIR FOR THE FORTHCOMING YEAR:** Cllr Williams nominated Cllr Johnson as chair for the forthcoming year, seconded by Cllr Harding. As there were no other nominations Cllr Johnson was duly elected.

**7/16 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN;** Cllr Johnson signed the declaration.

**8/16 APOLOGIES FOR ABSENCE:** Cllr Traylen was unable to attend as he was sheep shearing. Accepted by members.

**9/16 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATION:** None

**10/16 TO ELECT THE DEPUTY COUNCIL CHAIR FOR THE FORTHCOMING YEAR:** Cllr Williams nominated Cllr Harding as deputy chair for the forthcoming year, seconded by Cllr Whitfield. As there were no other nominations Cllr Harding was duly elected.

**11/16 TO ELECT MEMBER FOR REPORTING RESPONSIBILITY FOR THE FOLLOWING:**

1. Planning committee: Cllr Williams nominated Cllr Traylen seconded by Cllr Harding. As there were no other nominations Cllr Traylen was duly elected; *Agenda item next meeting to approve an action plan for considering planning applications*
2. Media: Cllr Pritchard nominated Cllr Williams, seconded by Cllr Harding. As there were no other nominations Cllr Williams was duly elected;
3. Development planning & strategy: Cllr Pritchard nominated Cllr Johnson, seconded by Cllr Whitfield. As there were no other nominations Cllr Johnson was duly elected. Cllr Pritchard said he help when needed.
4. White Horse working party Cllr Williams nominated Cllr Johnson, seconded by Cllr Whitfield. There being no other nominations Cllr Johnson was duly elected.
5. Street Scene: Cllr Harding nominated Cllr Whitfield, Cllr Whitfield nominated Cllr Harding. Both seconded by Cllr Pritchard. Cllr's Whitfield and Harding were duly elected.

**12/16 TO COMPLETE THE ANNUAL RETURN TO THE EXTERNAL AUDITORS AND APPROVE THE INTERNAL AUDITED ACCOUNTS FOR THE YEAR ENDED 31.03.2016:**

The Annual return was completed line by line. There were no items of concern highlighted by the auditor. Members approved the accounts. Thanks to Mike Willis for auditing the accounts free of

charge.

**13/16 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 8<sup>TH</sup> MARCH 2016:** Members agreed the minutes were a true record of the meeting.

**14/16 TO APPROVE THE MINUTES OF THE EXTRA-ORDINARY MEETING HELD ON TUESDAY 12<sup>TH</sup> APRIL 2016:** Members agreed the minutes were a true record of the meeting.

**15/16 CLERK'S REPORT AND ACTIONS SINCE THE LAST MEETING**

Tin Bridge

Cllr Whitfield is progressing this and will report at the next meeting

Reduction of the speed limit on the A6121

To be discussed at RCC Cabinet in July.

Rut on grass bank at the entrance to the village

Cllr Joyce had kindly filled the rut where a vehicle had run over it.

Complaint relating to the allotment field

Council had received a complaint from the tenant of the allotment field as somebody had mowed a track around the whole field. As this is completely unacceptable a notice will be published in the next edition of the Parish News and discussed at the next council meeting scheduled for 1<sup>st</sup> June 2016.

**16/16 UPDATING REPORT AND RECOMMENDATIONS FROM THE WHITE HORSE WORKING PARTY:**

A passionate debate took place wherein Cllr Joyce contested the figures within the report.

The recommendations were as follows:

**MPC agree that the next logical stage in the process is that we consult with the wider village community on the potential plans for The New White Horse, the Core Site, and the Paddock.**

**The Resolution: To continue to work towards a consultation with the village and a date to be arranged. 5 in favour, 1 against. Cllr Joyce requested his vote against to be recorded.**

The WHWP will then work with Burghley Estates to prepare an exhibition which will be presented in Morcott Village Hall in June or July 2016. This exhibition will form the core of an initiative for MPC to

consult with the wider village community as to their views on the proposed development and the reopening of The White Horse.

The intended output of the consultation is to allow MPC to understand the different views of the residents of the village towards the proposed refurbishment and development and to evaluate the strength of opinion in favour, and against, the proposals. Thus MPC are able to make an informed decision of whether to proceed or not.

## **17/16 STREET SCENE REPORT AND RECOMMENDATIONS (COPY ATTACHED).**

The following response has been received from RCC to the report produced by Cllr Whitfield.

### 1. Grass cutting.

So far Morcott has had two cuts, 1<sup>st</sup> April and the 18<sup>th</sup> April. The remaining cuts are predicted to fall on 12<sup>th</sup> May, 1<sup>st</sup> June, 29<sup>th</sup> June, 20<sup>th</sup> July, 10<sup>th</sup> August, 31<sup>st</sup> August, 21<sup>st</sup> September and 12<sup>th</sup> October. However these are only predicted dates and will change depending on the weather etc.

### 2. Weed spraying

There are two weed sprays due, the first one will take place at the start of June, the second will be at the end of the season.

### 3. Grass cutting

The verges within a village should usually be cut to the full width. I will report the issues with Back Lane and Wing Road to the contractor and ask that they rectify this as soon as possible.

A question was raised about the overhanging trees and bushes which restricted pavement access. It is hoped that during the Parish Pride week and indicated in the leaflet, the trees and bushes will be attended to.

The pavement on the corner by the White Horse needs sweeping. A request be made to RCC.

## **18/16 TO APPROVE THE MEETING SCHEDULE FOR THE FORTHCOMING YEAR:**

Members agreed that the meetings should take place on the first Wednesday of the month quarterly.

Parish Council Meeting dates:

WEDNESDAY 1<sup>ST</sup> JUNE 2016

WEDNESDAY 7<sup>th</sup> SEPTEMBER 2016

WEDNESDAY 7<sup>th</sup> DECEMBER 2016

WEDNESDAY 1<sup>ST</sup> MARCH 2017

WEDNESDAY 17<sup>TH</sup> MAY 2017 (ANNUAL MEETINGS)

- 19/16 TO CONSIDER ANY ACTION REGARDING THE CAR PARKED ON THE GRASS VERGE IN BACK LANE:** Now the grass mowing season has started it is important that verges are kept clear to allow mowing. Members agreed that an article be put in the Parish Magazine.
- 20/16 TO CONSIDER PUBLIC PARTICIPATION:** As part of the Localism Act, transparency and openness a discussion took place as to how best to allow members of the public to communicate with councillors. Proposed by Cllr Johnson, seconded by Cllr Harding to run a 15minute session prior to council meetings during which residents of the village can converse with councillors. The democratic 10 minutes during the meeting will continue. 4 in favour, 2 abstentions.
- 21/16 TO CONSIDER A TRAINING EVENT IN MORCOTT GIVEN BY JAKE ATKINSON, LRALC:** Proposed by Cllr Johnson, seconded by Cllr Harding, to take up the offer training in Morcott at a cost of £190 plus travel expenses and VAT. The training to include session on the General Power of Competence. A date to be arranged. Unanimously agreed.
- 22/16 NEIGHBOURHOOD PLAN:** Council were disappointed that a negative result had once again been received for support by David Troy RCC. (David Troy is no longer employed by RCC) Cllr Baines felt this was unacceptable and would be contacting the DCLG for advice. Cllr Baines will report back at the next meeting.
- 23/16 TO CONSIDER AND APPROVE INSURANCE RENEWAL FOR THE YEAR 2016- 2017:**  
Approved at a renewal cost of £389.24.

**24/16 PLANNING APPLICATIONS RECEIVED IN TIME FOR THE MEETING;** None received

**25/16 CORRESPONDENCE**

RCC Briefing

Meeting closed at 9.50 p.m.

Street Scene Report for Morcott PC Meeting of 17th May 2016

Mowing of Verges

As far as I am aware, the verges have been mown twice this year. The time that has elapsed since the second mowing took place has been greater than the interval between first two visits, which, coupled with the recent warmer weather has resulted in the length of the grass being greater than normal. Susan is going to request a schedule of the planned dates for mowing for the rest of the season.

During the site visit by RCC's Street Scene Officer last December, we were advised that during 2016, the number of occasions that weed killer would be applied was to be reduced from 3 to 2. The result of this policy is now readily visible; there are, I believe, unprecedented numbers of dandelions and daisies taking over most of the verges. I would question whether it might not be better, in future years, that the first application should take place earlier than has happened this year.

Last year we sought from RCC a schedule indicating the mowing specification applicable to each road in the village but that was never forthcoming. We were able however to obtain clarification from the Street Scene Officer during her visit that, on the south side of both Wing Road and Back Lane, the grass was supposed to be cut back to the face of the field wall, not just for the first 600mm from the road edge, as had happened with the result that banks of nettles were growing up to the full height of the wall. This can now already be seen along parts of Back Lane and to a lesser extent Wing Road. It needs reporting to RCC as they, not we, are responsible for site supervision.

Martin Whitfield 09/05/15



# MORCOTT PARISH COUNCIL

## White Horse Working Party

Progress Report #2

Update on Progress  
to date for MPC  
Meeting  
17<sup>th</sup> May 2016

15<sup>th</sup> May 2016

# WHITE HORSE WORKING PARTY: Progress Report #2, May 2016:



## 1. Overview of Working Party progress vs agreed Goal/Objectives/Milestones

**Goal:** "To preserve The White Horse public house as a social amenity for the village of Morcott"

### **Review of Agreed Objectives:**

- #1: Working Party:** Working Party formed; has met 10 times, last meeting 22<sup>nd</sup> March 2016
- #2: Framework:** Framework defined & agreed at MPC meeting 28/07/2015
- #3: Information gathering:** Permission to speak to BE/External facilitators/RCC granted 28/07/2015  
Meetings held Aug 15 – April 16: - 6 with BE (inc 3 with their advisors);  
- 1 jointly with BE & Pub-is-the-Hub;  
- 1 jointly with RCC & BE 29/Feb/16
- #4: Review information gathered:** Information & conclusions included in this Progress Report #2
- #5: Agree an Action Plan:** Interim action plan recommended in this Progress Report #2
- #6: Execute the Action Plan:** Action Plan agreed at December MPC Meeting has been followed through, further action is necessary to progress the initiative.

### **Milestones:**

- #1:** Objectives #1, 2 & 3: To be achieved prior to & at the Parish Council meeting 28/07/2015 - Completed.
- #2:** Objectives #4&5: To be achieved prior to & at the Parish Council meeting to be held Autumn 2015 - Actual December
- #3:** Objective #6: Progress to be reviewed at the Parish Council meetings Dec 2015 & March 2016 - Progress Review #2: 17/05/2016

# WHITE HORSE WORKING PARTY:

## Progress Report #2, May 2016:



### 3. Interim conclusions from the WHWP:

- We have been able to work regularly & constructively with Burghley Estates in order to fulfil the goal to preserve The White Horse as a social amenity for the village of Morcott. As stated in the November update (and since) the WHWP has taken a view that we need to recognise that Burghley Estates needs to focus on a commercially viable solution for The White Horse which implies development of the paddock.
- We have (as agreed & communicated) had a joint meeting with RCC and Burghley Estates at which we were told that RCC viewed the paddock as a logical site for development and given the current pressure on sites would be receptive to development proposals on the paddock site prior to 2036. RCC indicated that the village & BE working together in partnership on the development & refurb of the WH is a very significant positive for them. RCC were sympathetic to the outline proposal & wanted BE/WHWP to prepare & submit a pre-application for planning permission as soon as possible. BE emphasised that whilst they would like to bring a pre-application asap they would only want to do this following consultation with the village.
- We agreed our “Guiding Principles” in January (Appendix #1) and have since developed a Vision for The White Horse (Appendix #2) and from this have compiled an outline Specification (Appendix #3) which, at its core, foresees a country pub serving good food with accommodation all run by an enthusiastic Chef/Patron. From this we have assessed a potential Business Plan (Appendix #4) for The “New” White Horse which we believe is realistic and sustainable. In discussions, Burghley Estates have continued to assert that the paddock needs to be developed with 12 dwellings for the extensive refurbishment required of The White Horse to be commercially viable for them.
- In our recent discussions with Burghley Estates we have focussed on our “Guiding Principles” and have tried to ensure that we are effective in influencing the appearance of the paddock development whilst ensuring that the pub redevelopment is appropriate to the needs of the village and would represent a sustainable proposition. (See Appendix #5 for examples of pre-meeting notes of issues to be discussed). We believe the next stage is for MPC to commit to consult with the wider Morcott community – we have indicated this intention to Burghley Estates who have agreed to prepare and mount a visual, informative, exhibition in Morcott Village Hall at their expense.



# WHITE HORSE WORKING PARTY:

Progress Report #2, May 2016 :

## 4. Recommendations for approval by MPC:



The White Horse Working Party (WHWP) therefore recommends that:

- MPC agree that the next logical stage in the process is that we consult with the wider village community on the potential plans for The New White Horse, the Core Site, and the Paddock.
- The WHWP will then work with Burghley Estates to prepare an exhibition which will be presented in Morcott Village Hall in June or July 2016. This exhibition will form the core of an initiative for MPC to consult with the wider village community as to their views on the proposed development and the reopening of The White Horse.
- The intended output of the consultation is to allow MPC to understand the different views of the residents of the village towards the proposed refurbishment and development and to evaluate the strength of opinion in favour, and against, the proposals. Thus MPC are able to make an informed decision of whether to proceed or not.

# WHITE HORSE WORKING PARTY:

## Appendix #1: Our “Guiding Principles”

- January 2016:



Page 1 of 1

The White Horse Working Party (WHWP) has developed “Guiding Principles” for development of the Core WH Site and Paddock.

After much consideration it was agreed by the members of the working party that to facilitate the preservation of The White Horse as a social amenity for the village the development of the paddock will be necessary

The “Guiding Principles” are that the final proposal for development of the core site & paddock:

- Provides a viable, attractive & sustainable social amenity for the Village
- Satisfies future housing requirements in the Parish as far as possible
- Provides a viable children's play area for the village community
- Contains affordable housing
- Has demonstrable community infrastructure benefits

# WHITE HORSE WORKING PARTY:

## Appendix #2: Our vision for The “New” White Horse:

- March 2016



Page 1 of 2

### **Introduction**

The village needs a community pub, offering facilities to villagers to enjoy, but it is recognised that it can't survive on village trade alone.

It must have the potential to become a great country pub which offers a selection of local cask ales and serves delicious food based around fresh, local ingredients. The development must ensure it retains its 'charming building' characteristics and the surrounding land and buildings should enhance its heritage located in rural surroundings. In the 2014 Conservation Area Appraisal the White Horse was classified as a Building of Local Importance, so it must reflect this position of importance to the community and radiate a welcoming atmosphere to all who come through the door; and it should also provide high-quality bed and breakfast accommodation.

### **The Future**

The White Horse is everything a great country pub should be, and in keeping with its status as a Building of Local Importance, the charming exterior is only a prelude to what is behind the front door. It has recently undergone major refurbishment which has not only retained its original features but has used reclaimed period items to great effect. The bar area exudes an air of sophistication, where higher tables with bar stools accommodate casual drinkers, with sofas and armchairs for both pre- and post-dinner drinks. The original ceiling beams, flagstone floors and tiny cottage windows don't look out of place, indeed add much to the welcoming ambience. There are several other skilfully designed eating areas decorated in a more contemporary style of varied textures, woods and colours.

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# WHITE HORSE WORKING PARTY:



## Appendix #2: Our vision for The “New” White Horse:

- March 2016

Page 2 of 2

### **Atmosphere & Facilities:**

When the sun comes out, the garden at the front has a country chic feel about it – the green space peppered with solid wooden furniture and edged with landscaped areas dotted with summer flowers is a perfect spot to enjoy a few beers, a bottle of good wine or a long lingering lunch. Food is very much key here, with menus changing every four weeks, including some excellent vegetarian options, and a daily specials board. The chef comes from an accomplished culinary background and his food is full of innovation yet still showcasing many pub favourites. Use of local suppliers’ ingredients and produce is foremost.

Daily blackboard specials coupled with an intriguing seasonal menu ensure that eating out here is never forgotten, whether it be indoors or alfresco. In the summer, a lovely courtyard is perfect for al fresco dining while soaking up the sunshine.

The five guest rooms in the barn alongside the courtyard have a clean, crisp and contemporary look and are equipped with all modern amenities and good-sized modern bathrooms. Additional comforts include fluffy bathrobes and complimentary toiletries. The breakfast is so good it’s worth staying over just for that. In addition: The “Grittar” Suite, a small function room, is popular location for community and private events, with local artists exhibiting on a regular basis but offering the flexibility for private dining in sumptuous surroundings as well as being a great place to pop in for morning coffee or afternoon tea.

Adjacent to the pub and surrounded by wild-flower beds is a special play area for children. Enclosed and safe for children; kids will love the open space and the inventive play equipment.

The White Horse not only caters for all, singles, couples, and families but also, man’s best friend is always welcome here, and can even stay over with guests in the bedrooms.

/End

# WHITE HORSE WORKING PARTY:



## Appendix #3: Our specification for The “New” White Horse:

- March 2016

Based on our vision the WHWP has developed an ideal specification for The White Horse following redevelopment:

- Overall what is required is an attractive & sympathetic refurbishment of the main pub building, stables & public spaces with adequate seating areas outside and a children’s play area away from the road
- **Bar Area:** For casual drinkers
- **Dining:** Mixed Dining in three separate locations:
  - Menus on a 4 week cycle featuring local produce, printed menus and “Blackboard Specials”
  - Total covers capacity c.60 covers as follows:
    - Bar Snacks: 6 to 10 covers at one time
    - Restaurant: Up to 40 covers at one time
    - Private Dining: Up to 12 covers
- **Function Room or Private Dining:** “The Grittar Suite”: For private dining/small functions/pop-up village events
- **Kitchen Facilities:** Fully installed & compliant Kitchen for up to 60 covers with utilities inc mains gas
- **Accommodation:**
  - Staff accommodation refurbished to a good standard & suitable for Chef/Patron & family
  - Five letting Double Bedrooms with en-suites in stables across paved semi enclosed courtyard
- **Outside:**
  - Attractive Seating areas at the front of the pub and in the courtyard with landscaping & planted areas
- **Children's Play Area:**
  - Protected space, easy for parents using The White Horse to supervise their children
  - Physically linked to The White Horse & managed day to day by the tenant
  - Owned & maintained by Morcott Parish Council to ensure sustainable
- **Car Parking:**
  - Provision of 26 dedicated car parking spaces in three separate areas at the front and rear of the pub

# WHITE HORSE WORKING PARTY:

## Appendix #4: Potential Business Plan:

- March 2016



Page 1 of 2

### Average Town/Country Pub Business Plan:

The figures on the right, sourced from the British Beer & Pub Association show the average income/cost figures for a food led pub in town or country.

The figures indicate a potential surplus of £1,861 per week.

They are a model and do not include:

- Income from Accommodation
- Income from events including Room Hire
- Income from tv coverage of Sports Events
- Costs of lease payable to Burghley Estates
- Costs of providing Satellite TV
- Depreciation of Fixtures & Fittings
- These are illustrated overleaf.....

### Town/country food-led

c. £10k turnover per week  
All figures exclusive of VAT



£	
Total Drinks Sales	4,203
Total Food Sales	6,440
<b>Total Sales</b>	<b>10,696</b>

Cost of drinks	1,909
Cost of food	2,309
<b>Total Cost</b>	<b>4,224</b>

**Gross Profit** 6,472 **61%** gross profit margin

		% cost to turnover	
Wages & Salaries	2,793	26.1%	
Rates	461	4.3%	
Utilities	464	4.3%	
Repairs & Renewals	187	1.7%	
Insurance	51	0.5%	
Marketing/Promotion/Telephone	116	1.1%	
Consumables	59	0.6%	
Waste disposal/Cleaning/Hygiene	147	1.4%	
Professional fees	77	0.7%	
Bank charges	69	0.6%	
Equipment Hire etc	35	0.3%	
Other Costs	152	1.4%	

**Total Operating Costs** 4,610 **43.1%**

**Divisible Balance** 1,861 **17.4%**

# WHITE HORSE WORKING PARTY:

## Appendix #4: Potential Business Plan:

- March 2016



Page 2 of 2

### The New White Horse - Potential Business Plan:

The figures on the right represent a reasonable business plan for the White Horse based on the BBPA average with some adjustments to reflect reality, these are:

#### Adjusted Income:

- Drinks & Food Sales both reduced by 15% vs BBPA
- Accommodation sales included at 60% occupancy @ £90/night/room
- Function Room hire at 30% usage

#### Adjusted Costs:

- Drinks & Food Costs reduced by 15% to maintain margin comparability vs BBPA figures
- Direct Accommodation & Function Room costs included eg laundry & consumables
- Wages & Cleaning costs increased to reflect costs associated with accommodation
- Lease payable to Burghley Estates included @ £36k pa
- Costs of providing Satellite TV included @ £36 pw
- Replacement of Fixtures & Fittings included @ £9.5k pa

The figures as presented indicate a potential surplus of £1,631 per week or £85k per year. Break-even on these costs would be at c.£8.5k sales per week.

This is a viable Business Plan & shows that The White Horse would be sustainable if these targets are achieved.

### The New White Horse, Morcott - Potential Business Plan

Total Drinks Sales	£3,573
Total Food Sales	£5,474
Total Accommodation Sales	£1,890
Total Function Room Sales	£105
<b>Total Sales</b>	<b>£11,042</b>

Cost Of Drinks	£1,623
Cost Of Food	£1,963
Cost Of Accommodation	£210
Cost Of Function Room	£14
<b>Total Costs</b>	<b>£3,809</b>

**Gross Profit** £7,232 **65.5%** Gross Profit Margin

		% cost to turnover	
Wages & Salaries	£2,858	25.9%	
Council Tax	£461	4.2%	
Utilities	£464	4.2%	
Repairs & Renewals	£187	1.7%	
Insurance	£51	0.5%	
Marketing/Promotion/Telephone	£116	1.1%	
Consumables	£59	0.5%	
Waste Disposal/Cleaning/Hygiene	£162	1.5%	
Professional Fees	£77	0.7%	
Bank Charges	£69	0.6%	
Equipment Hire etc	£35	0.3%	
Lease Costs	£692	6.3%	
Satellite/Internet TV Costs	£36	0.3%	
Fixtures & Fittings Replacement Fund	£182	1.6%	
Other Costs	£152	1.4%	

**Total Operating Costs** £5,601 **50.7%**

**Net Margin/Divisible Balance** £1,631 **14.8%**

