



*Burghwallis*

*Parish Council*

**MINUTES OF THE PUBLIC MEETING HELD AT 19:00 HOURS ON THURSDAY  
17 JULY 2014 AT THE BURGHWALLIS PUBLIC HOUSE**

**Present:** Kath Walters – Chairman, Burghwallis Parish Council (KW)  
Gill Laming – Vice Chairman, Burghwallis Parish Council (GL)  
Ted Bell – Burghwallis Parish Councillor (EB)  
Brenda Grimes – Burghwallis Parish Councillor (BG)  
Wendy Nicholls – Clerk, Burghwallis Parish Council (WN)  
Tom Garrud – Property Manager, Diocese of Hallam (TG)  
Ed Whittaker – Director of Finance, Diocese of Hallam (EW)  
Craig Mitchell – Branch Manager, Ad Hoc Property Management, York (CM)  
Sarah Stokes – Relationship Manager, Ad Hoc Property Management, York (SS)  
+17 Members of the Public

**1 Apologies**

Apologies were received from Dave Hudson, Burghwallis Parish Councillor.

**2 To receive any disclosures or declarations of interest**

There were no disclosures or declarations of interest made from any attending Councillors on the item due to be discussed.

**3 Welcomes and introductions**

KW welcomed the members of the public and thanked them for attending. She then introduced the members of the Parish Council before handing over to TG to formally introduce himself EW, CM and SS.

**4** Following introductions, TG informed the meeting that the Diocese, together with its Trustees, had decided to close St Anne's as a Residential Care Home. There is no

end date for the closure of the home as it still has 6 residents living there albeit they are in the process of finding alternative accommodation. No one will be forced to leave. Once all the residents have left, the building will be redundant and the Diocese will have no further use for it. At this point the Diocese will market the property for sale. As the Diocese of Hallam is a Charity, the Charity is bound by its Terms of Reference when disposing of something, to seek the best terms for that sale. This being the case, the sale will be conducted via a Conditional Contract of Sale taking into account that it is a Grade II Listed Building in a Conservation Area. The marketing of the property will be a public process i.e., it will be advertised and will be sold for the most appropriate offer. TG informed the meeting that the Diocese are currently talking to DMBC to determine the parameters for a 'Change of Use' as part of the pre-application enquiries (the stage before the planning application process). No sale will be made until the Diocese and its Trustees are happy that all the conditions of the sale are met. This being the case and until completion of a sale, the Diocese is responsible for the building and its grounds and it is to this end that they have secured the services of Ad Hoc Property Management who will install Property Guardians to secure the building. The Diocese will continue to maintain the building and the grounds. TG then handed over to CM of Ad Hoc to explain the process.

- 5 CM informed the meeting that Ad Hoc Property Management are a national company dealing with 11 local authorities, 2 church organisations, 2 NHS organisations and a number of private clients looking after a wide range of buildings (SS handed out a leaflet showing an excerpt of these buildings).

CM explained that once a building becomes empty the alternatives are (i) to board up the doors and windows commenting that this is uneasy on the eye, it could damage the building itself and it tends to attract undesirables or (ii) it could employ a security guard 24 hours/day but pointed out that this is extremely expensive and is not always efficient particularly with large properties. These points considered, the Diocese and its Trustees had reached the decision to install Property Guardians as the most cost effective and efficient way of securing St. Anne's until its ultimate sale.

CM explained that Property Guardians are people who are stringently vetted by Ad Hoc; they are local working professionals who will be paying rent to live in the property as if it is their own home as long as they are needed to do so, i.e., until the property is sold. They have no rights of tenure. It is planned to have 10 Property Guardians located in the rooms along the front of the building near the entrances and exits so they will be visible from the main road. Ad Hoc have started their recruitment process and had already passed five individuals wanting to move in. Once installed, AD Hoc will carry out intermittent unannounced inspections to ensure that everything is in order.

- 6 KW then opened the meeting to all.

	<b>Name</b>	<b>Question</b>	<b>Response from the Diocese/ Ad Hoc</b>
7	Father Gus O'Reilly	Are the local police involved?	No, not on a day to day basis.
		Can prayers still take place there?	Yes. The Guardians will be

			made aware of this and they could be encouraged to attend.
		There is a burial ground on the site; will the rights of way to this be affected?	No and obviously the new owners will need to know about it. Full details are not yet worked out but the Diocese are aware of these issues and these will form part of the Conditional Contract of Sale.

		Can village events/activities still take place there?	Yes. The Guardians will be made aware of these and again, they could be encouraged to attend.
8	Gail Robson-Bayley (Resident of Burghwallis)	Have you applied for a Change of Use to enable you to install Property Guardians?	No, we do not require a Change of Use as this is only a temporary licence until the Conditional Contract of Sale is completed. We have never needed to obtain a Change of Use for any of our other properties; it is not a legal requirement of our service.
9	Kath Walters	KW informed the meeting that she had received an email from DMBC stating "...that a Change of Use would be required for the change of use which would result from the proposed lettings".	The Diocese/Ad Hoc will get in touch with DMBC for full clarification on this matter.
10	Gail Robson-Bayley	Guardians are not compelled to stay over-night; they can also go on holiday so they are therefore not taking care of the building 24 hours/day as a Caretaker would.	That's right but a 24 hour/day Caretaker would be too expensive to install and, due to the size and nature of the building, it would not be conducive either.
11	Father Gus O'Reilly	Do the Guardians have contracts?	Yes, they are required to reside in the building but they can come and go as they please just like a normal occupied dwelling in a normal situation - that's why we will be putting more than one Guardian into the building.
		Do they pay rent?	Yes, approximately half of a normal tenancy.
12	Charles Wagstaff (Resident of Burghwallis)	What's to stop the Guardians throwing parties and generally not looking after the building?	All the Guardians are thoroughly vetted and unannounced inspections are carried out. A Head Guardian will be appointed (the one that will be spending most time there – normally someone who works from home). All of the already vetted Guardians are over 35 years of age with one over the age of 70.

<b>13</b>	Helen Charlesworth (Resident of Burghwallis)	What consideration have you given to selling it as a Care Home/going concern?	We have sought alternative companies to take it over and all have said that it is not a viable proposition. Care/Rest Homes nowadays need to be on low levels, have en-suite facilities, good on-site facilities with sufficient public transport to get staff there. The day-to-day cost of maintaining/running a Grade II listed building is too high and therefore not viable.
<b>14</b>	Catherine Campbell-Reitzik (Interested Party)	I understand the Nuns gave the building to the Diocese so is it yours to sell anyway?	The Diocese bought it from the Nuns in 1998. Full details are available for public access on the Land Registry website.
<b>15</b>	Gail Robson-Bayley	Why haven't you gone into a Pre-Planning process with English Heritage?	This would not be appropriate; the Pre-Planning process will form part of the Planning Process with DMBC.
<b>16</b>	Gail Robson-Bayley	I am alarmed at what is being proposed in the form of Guardians, it sounds to me that they are anyone just wanting a roof over their heads?	They will be visibly occupying the building and therefore will be keeping it safe as if it is their own and this is in the best interest of the Diocese. If they have any concerns in relation to the building's security or, indeed, any other aspect, they will report back to Ad Hoc/the Diocese.
<b>17</b>	Ed Whittaker	The Diocese will be keeping the building and the grounds in a good state of repair using their approved contractors whereas the Guardians' job is to keep the building 'guarded' and therefore safe and secure.	
<b>18</b>	Mike Whiteley (Resident of Burghwallis)	The overflow pipe has been running down the building for a good while now.	It has taken some time to locate the source of this leak but the problem has now been solved. The Diocese has a duty of care to everyone living/working on the premises.
<b>19</b>	Gail Robson-Bayley	Why Guardians and not one Caretaker and, say, his family?	The Trustees preferred the idea of 10 people going in and out regularly as opposed to just one as the building is of huge proportions.

20	Helen Charlesworth	So are you profiteering from Guardians being in there?	Ad Hoc will be receiving the rent received.
21	Mike Whiteley	What about the increase in traffic along Grange Lane – I have been refused Planning Permission to create my own drive way.	This is a Planning matter; we are not aware of this.
22	Mike Whiteley	There is only one footpath along Grange Lane, is this enough?	Again, this is a Planning matter.
23	Father Gus O'Reilly	I agree that the building is too big, too dark etc to be managed by one Caretaker and his family.	
24	Catherine Campbell-Reitzik	The building is in a very poor state and you can't even get into the Priest Hole in the attic where the Nuns used to do their ironing. The grounds are also a mess with weeds growing around the graves.	<p>Again, the Diocese has a duty of care to the residents and its staff and, due to the uneven nature of the floors around the Priest Hole/attic area, from a Health and Safety point of view, these areas are no longer accessible. Please look at the Quality Care website and look at the reports carried out. They all state that there are no concerns.</p> <p>The graves are primarily the responsibility of the family, however, the Diocese will endeavour to address this matter over the next few months. The Diocese pointed out that they only have a limited amount of funds as they are getting ready for the sale.</p> <p>Tom Garrud offered to show Kath Walters around inside the building.</p>
25	Father Gus O'Reilly	The Priest hole has always been difficult to get to as it was supposed to be a 'secret' hiding place!	
26	Jill Laming	What will happen to the gates when it goes up for sale – is it your intention to reinstate them?	Tom Garrud was aware of the previous correspondence between the Parish Council and the Diocese over the reinstatement of the gates. He informed the meeting that the gates are currently in the garage and are in need of repair. It is the Diocese's intention to repair and re-

			instate both the columns and the gates. They will keep the Parish Council informed of any developments although they were unable to give a timescale.
27	Adrian Sowden (Resident of Burghwallis)	When will you be issuing Licenses to the Guardians?	Not until the last resident has left and the building is empty.
28	Adrian Sowden	When doing your Due Diligence/Business Model, did you not specify any sort of timescale? It seems a very non-commercial approach to me.	We have no end date. The care of the residents is paramount and we have taken this project on with this in mind. It could well be that if it takes a long time for the building to become empty, we will have to install a different batch of Guardians to the ones we have ear-marked for it now.
29	Gail Robson-Bayley	KW has confirmed that DMBC have indicated that you do need a Change of Use, if this is true, what do you plan to do?	It will be taken back to the Trustees for their decision.
30	Kath Walters	What is the value of the property?	This will depend on the planning permissions; it will be advertised as "Offers". The price will change depending on the planning permissions contained within the Conditional Contract of Sale.

- 31 As there were no more questions, KW thanked everyone for attending and stated that the Minutes of the Meeting would be posted on the website at [www.burghwallis.org.uk](http://www.burghwallis.org.uk). For those who were not on-line, KW said that on request a copy would be delivered to their home.
- 32 The meeting closed at 8.40 pm with Tom Garrud of the Diocese promising to keep in close contact with the Parish Council of all developments and KW of the Parish Council promising to keep the Villagers updated in due course.