

**Minutes of the Electronic Correspondence and Telephone Discussions between the  
Trustees of the Educational Foundation of Abigail Bailey and Ann Levett  
8<sup>th</sup>-18<sup>th</sup> April 2017**

**Participating:**

Martin Emerson, Raymond Dyer, Arthur Wright, Melvyn Wooding (Trustees)  
Adrian Dale (Clerk)

**Unavailable**

Richard Kirk (Trustee)

**2017.22 School House Tenancy Update – 8<sup>th</sup> April 2017**

The Clerk reported to the Trustees that a local resident and friend of the tenant had been asked to act on the Tenant's behalf regarding the termination of the tenancy. She had written to Charles Orlebar on 6<sup>th</sup> April 2017 requesting an extension to the notice period to enable the tenant to clear the property properly and secure a new tenancy elsewhere.

After seeking confirmation from the Clerk, Charles Orlebar responded on the 7<sup>th</sup> April 2017 that the Trustees would not be prepared to grant an extension and that a court order recovering the property might ultimately be beneficial to the tenant if their intend private rental failed.

The Clerk recommended that Charles Orlebar be instructed to follow due process.

Through email replies from all the Trustees participating, it was unanimously **RESOLVED** that Charles Orlebar be instructed to follow the process he had outlined at the last meeting.

**2017.23 School House Tenancy Update – 12<sup>th</sup> April 2017**

Following discussions with Charles Orlebar, the Clerk outlined the key dates, which take into account the Easter Weekend bank holidays.

**Saturday 15<sup>th</sup> April 2017**

Formal end of notice period

**Tuesday 18th April 2017**

First working day after this that the tenant can realistically get removals people to vacate the property (given the two bank holidays)

**Wednesday 19th April 2017**

End of tenancy inspection by Orlebar booked for 11:00am. At this point the tenant should be out of the property but be on hand to go round with the inspector. If the tenant has not vacated on that day, then we should instruct solicitors at the earliest opportunity. Failure to do so might suggest to the tenant that we are not serious about recovering the property.

**Tuesday 2nd May 2017**

Earliest date (14 days after the end of notice period and allowing for May Day bank holiday) on which the solicitor can lodge the necessary application with the court.

Through email replies from all the Trustees participating, it was unanimously **RESOLVED** that this timetable be followed unless other information comes to light.

#### 2017.24 School House Tenancy Update – 15<sup>th</sup> April 2017

On 15<sup>th</sup> April (formal end of notice period), further communication (telephone and letter) was received by the Clerk from the local resident representing the tenant, this time making a direct appeal to the Trustees for an extension. The representative promised that “huge efforts” would be made to clear the property over the Easter weekend but said that the tenant could not give a firm date for moving as that he was waiting for final written confirmation of the date for his new tenancy from his letting agent.

The Clerk forwarded the correspondence to the Trustees and presented two options for a decision:

1. Take a compassionate position - grant the requested extension until 15<sup>th</sup> May 2017 – with the risk that the new rental arrangement falls through and the tenant remains in place.
2. Take the harder line and not grant another extension – immediately triggering the court process (incurring the costs previously advised).

Through email correspondence and telephone discussions, it was unanimously **RESOLVED** by all of the Trustees participating that option 2 should be taken unless substantial progress in clearing the property was evident over the weekend and unless written evidence of the new tenancy was provided. The Chair and Clerk were delegated to meet on Tuesday morning (18<sup>th</sup> April) to review the position and take the necessary action.

#### 2017.25 School House Tenancy Update – 18<sup>th</sup> April 2017

All of the Trustees participating individually inspected the outside of the property from the road and the Village Hall garden over the weekend. It was clear that no effort had been made to clear the garden as promised. The Clerk telephoned all the Trustees on Tuesday 18<sup>th</sup> April to receive reports and their verbal assent to continue. After discussions with the Clerk, the Chair used delegated powers to **DIRECT** that option 2 be taken if the tenant was still in residence at the inspection on Wednesday 19<sup>th</sup> April 2017. All Trustees were informed by email and the Clerk was **DIRECTED** to brief Charles Orlebar and engage the solicitors on the terms already agreed.



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