

**LISS PARISH COUNCIL**  
Minutes of the Liss Pavilion Development Committee  
10<sup>th</sup> January 2018

\*Cllr R. Hargreaves (Chairman), Cllr K. Budden, \*Cllr D. Dodds, \*Cllr B. Mayo, \*Cllr L. McDonald, \*Cllr A. Smith.

\*Present

Clerk: S. Smith

**01/P18 Apologies:** Apologies were accepted from Cllr Budden.

**02/P18 Declarations of interests:** Cllr McDonald declared a possible conflict of interests arising from the proximity of her private residence to the development site.

**03/P7 Minutes of the meeting of 5<sup>th</sup> December 2017**

**Resolved:** That the minutes of the meeting of 5<sup>th</sup> December 2017, proposed by Cllr Mayo & seconded by Cllr Dodds, be accepted.

**04/P18 Update on planning application**

Cllr Mayo advised that planning permission had been granted on 9<sup>th</sup> January 2018 with some conditions attached. These were generally as expected aside from the insistence of slate tiles which could add an additional cost, as it would affect the structure beneath the roof trusses. The engineer would produce revised drawings on this basis although the committee agreed that this condition should be challenged.

It was confirmed that Michael Weakley (MW) went out to tender on 22<sup>nd</sup> December 2017 with a deadline of 26<sup>th</sup> January 2018. The Committee expressed some concern as it had been anticipated that this would not happen until after planning permission had been granted. Cllr Mayo pointed out that the timeframe necessitated this if a contract was to be signed by April.

**05/P18 Update on position with the Scouts**

Cllr Smith advised that the 1st Liss Scouts' Executive Committee had agreed to proceed on the basis of the proposed annual rental and that the draft Heads of Agreement be used to instruct lawyers to draw up a formal legal agreement for use of the pavilion. The Clerk had drawn up a draft response to initial enquiries from the EHDC lawyer and the Scouts were currently making enquiries as regards their legal representation.

The location of the storage container had yet to be agreed but the Scouts had requested it be set up outside the builders' compound for ease of access.

Cllr McDonald had consulted the Scouts on fit out and this would inform proposals on fit out to be scheduled at the next meeting.

**06/P18 Timeline and next steps**

MW would issue a tender report w/c 5<sup>th</sup> February. This would inform a joint meeting of the Pavilion and Finance Committees to be arranged for the week commencing 12<sup>th</sup> February, depending on Michael Weakley's availability. This would allow for a decision on contractor by 22<sup>nd</sup> February which would be recommended to Council on 19<sup>th</sup> March. It was noted that an exercise in value engineering might be required in-between the issue of the tender report and the decision on contractor.

It was noted that the figures in this report would help inform the decision on the precept which was due at Council on 19<sup>th</sup> February and the public consultation around March on the application to the Public Works Loans Board.

The chairman emphasised the importance of the period from February to April in progressing the project with the aim of achieving a summer build.

The Clerk would clarify whether the builders compound would impede on the football pitch which might temporarily disrupt matches.

### **07/P18 Outstanding activities and any other business**

Members agreed the importance of preparation for the meeting on 31<sup>st</sup> January with the Football Foundation. The Chairman would liaise with MW and the RFO would be asked to clarify requirements with Peter Storrie, the chairman of LAFC, as they would need to outline their development plans for the future. The Football Foundation at the meeting would be asked to give some indication as to the timescale for a decision on any Football Foundation funding.

Cllr Budden agreed to enquire as to the outcome of the EDHC Pitch Improvement Strategy which would be known on 11<sup>th</sup> January.

Members would continue to highlight and investigate possible sources of additional funding, including an HCC grant for fit out.

The Clerk would confirm eligibility for any energy grants.

The Chairman highlighted the need for tight financial management by the RFO going forward.

### **08/P18 Exclusion of Press and Public: Tender specification**

**Resolved:** That members of the press and public be excluded from the meeting on the grounds of the commercial and financial confidentiality of the business to be transacted.

The chairman agreed to consolidate all comments received on the tender specification. Cllrs Smith and Dodds would revisit the Scouts input on specification.

The Clerk would enquire as to the most appropriate location for the external gas store which had not yet been sited in the plans.

Members noted the importance of adhering to the correct procedure for receiving tenders. The Financial Regulations (s11. Contracts) set out that each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed (it must bear no identifying marks on the outside of the envelope to indicate which company it are from) and remain sealed until the prescribed date for opening tenders for the contract. The tenders shall be opened at the same time on the prescribed date in the presence of the Clerk and at least one member of the council.

The meeting was closed at 8.45pm.

**Next Meeting: w/c 12 February 2018 (tbc), 7.00pm**