

LISS PARISH COUNCIL
Minutes of the Liss Pavilion Development Committee
13th February 2019, 7pm

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

*Present

Clerk: S. Smith

11/P19 Apologies

Apologies were accepted from Cllrs Budden and Smith.

12/P19 Declarations of interests

Cllr McDonald declared a possible conflict of interests arising from the proximity of her private residence to the development site.

13/P19 Minutes of the meeting of 16th January 2019

Resolved: That the minutes of the meeting of 16th January 2019, proposed by Cllr Mayo & seconded by Cllr Dodds with all in favour, be accepted as an accurate record of the meeting.

14/P19 Matters arising

97/P18: Members agreed the importance of gifting the Pavilion from LPC to the West Liss Recreation Ground charity at the appropriate time. The Clerk would look into this.

15/P19 Current status of the project & update from site meetings

The Chairman advised that constructions works were proceeding well and a target completion date of 12th April had been agreed. The next site meeting would take place at 3pm on Wednesday 20th February. Cllr McDonald raised the issue of drainage onsite as a large amount of water had accumulated on the field to the changing room end of the Pavilion. Members noted that the spoil placed in the area would be spread at a later date and would likely be levelled in such a way as to facilitate surface water drainage towards the meadow area. The Chairman added that the issue of drainage could be considered again at a later date should it be necessary.

16/P19 Issues arising from site meeting for Committee input, including Fit Out Schedule

Members agreed the following as regards the Fit Out Schedule:

- The addition of a commercial dishwasher;
- The removal of the first aid couch in the quiet room;
- The addition of a first aid kit in the Groundsman's Store;
- The retention of a kettle for users who may not require the volume of the hot water dispenser;
- The retention of the locker in the disabled toilet in case this was required to double as a referee changing room in the case of both a male and female referee;
- To increase the chairs from 80 to 100. As regards the colour of the chairs, the Clerk proposed that members decide on a site visit once décor in the Main Hall had been completed. Members agreed. In the meantime the Clerk would order a sample of the proposed chair for members to consider. Cllr Dodds would discuss the needs of the Scouts as regards chairs in case it was deemed appropriate to secure a number of plastic chairs. The Clerk noted that these could also be used for children's

birthday parties. However, Members noted that this may give rise to storage issues as well as increased costs;

- To explore the options for a higher specification table, possibly with a greater width for dining purposes.

The Clerk advised that the fit out items would be ordered as storage allowed and according to lead in time. The Clerk also noted that certain items were to be provided by LPC but fitted by the contractor and so these items would need to be secured at an earlier date. These included the fire safety equipment; internal and external notice boards and liquid soap dispensers and towel dispensers. The fire safety equipment had now been purchased and Members agreed to discuss dimensions of the notice boards at the next site visit.

Members considered the list of fit out items which were included in the specification and questioned whether the coat hooks in the Main hall should be in the hallway. Members agreed to look at the position at the next site meeting. It was unclear how many coat hooks would be provided, but Members noted that should the need arise, an additional portable hanging facility could be provided for use in the quiet room.

The Chairman reminded Members of the need for a plaque to recognise the people and organisations who had contributed to the project, as well as plaque which commemorated the formal opening of the facility. The Clerk undertook to draft something.

17/P19 Budget monitoring

The Chairman noted that Council had approved the allocation of additional known budget underspends of £4,250 to fit out costs and known budget underspends of £15,000 to any shortfall in construction costs, which would be returned to reserves if not required (Resolution 14/19).

The Clerk advised that there were no concerns as regards the budget and advised that an application to the Hampshire Playing Fields Association had been submitted; that an application would be submitted to DC Laetitia Pienaar for a District Councillor grant towards fit out costs once Councillor Pienaar had confirmed the funds available and that the Assistant Clerk was preparing s106 application for highways funds to cover the works on the highways splay.

Members questioned what works were included within the landscaping specification.

Cllr Mayo suggested that funding applications could also be made to Radian, Southern Water and the SSE Resilience Grant and undertook to investigate these funds.

18/P19 Exempt

Cllr Dodds proposed that the following item, on legal agreements with the Scouts, be considered in exempt session due to the confidential nature of the agreements. Cllr McDonald seconded the motion with all in favour.

19/P19 EXEMPT ITEM: Legal agreements with the Scouts

20/P19 Communication and marketing

Members considered a Communications and Marketing Action Plan which had been prepared by the Chairman.

The Clerk advised that Cllr Budden had agreed to produce the Village Voice ready for printing between 8-12 March. Therefore it would be likely that the Village Voice would be ready for distribution around 20th March. This would include other articles but would mainly focus on promoting the Pavilion. The Chairman would seek ideas on input at Council on 18th February.

The Village Voice would also advertise the open sessions which Members agreed should be held on the weekend of the 26-27 April and the formal opening of the Pavilion by Damian Hinds MP which had been changed from 17th to 10th May.

The Clerk and Assistant Clerk would prepare a list of invitees to both events as well as material to give out at the open sessions.

The Clerk would invite Liss Band to pay at the formal opening ceremony and seeks views on input from the Scouts.

Members agreed to ask Cllr Smith to consider how best to market the Pavilion via social media.

21/P19 Any other business

No issues were raised.

Next Meeting: Wednesday 13th March 2019

The meeting closed at 9pm.