

LISS PARISH COUNCIL
Minutes of the Liss Pavilion Development Committee
13th June 2018, 7pm

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

*Present

Clerk: S. Smith

53/P18 Apologies

Apologies were accepted from Cllr Smith. Cllr Budden had advised that he would arrive late.

54/P18 Declarations of interests

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

55/P7 Minutes of the meeting of 24th May 2018

Resolved: That the minutes of the meeting of 24th May 2018, proposed by Cllr Dodds & seconded by Cllr Mayo, be accepted as an accurate record of the meeting.

56/P18 PWLB Loan

The Chairman advised that borrowing approval from the MHCLG had been received. The Clerk advised that the Public Works Loans Board (PWLB) had acknowledged the subsequent loan application and advised that all was in order. The Chairman expressed his thanks to the work of the Clerk in achieving this.

57/P18 Football Foundation

The Chairman noted that the application to the Football Foundation had been submitted. The Clerk added that she was working with the Football Club and the Football Foundation to refine a couple of areas.

58/P18 Agreement with the Scouts

The Chairman noted the Scout's temporary storage container would arrive on the 18th June and that the Scouts were currently vacating the Scout Hut. Members noted that the full legal documentation was unlikely to be in place prior to the signing of the contract. However, the commitment of the Scouts in adhering to the timetable for vacating the premises and the signing of a joint letter of commitment between the respective chairmen provided reassurance with regards to the signing of the contract.

Cllr Budden joined the meeting at this point.

Cllr Dodds and the Clerk had attended a meeting with the lawyer the previous day. Cllr Dodds summarised the various legal papers under consideration. Members agreed the following:

- That 10 years with a mutual break clause at 5 years would be acceptable;
- That the kitchen would be included in the Designated Space;
- That the formula for the calculation of the charge to the Scouts (as devised in the District Valuer's Report) should be contained within the Licence to use;
- That the use of the Store is inextricably linked with hire of the Designated Space;
- That LPC's Standard Terms and Conditions of Hire should be cross referenced in the Licence to use.

Members noted that a system of locking doors with the various parts of the building should enable access to the disabled toilet by a user of the field during the Scouts use, also that the kitchen might on occasion be able

to be used by a user of the field at the same time as the Scouts, but this would be subject to discussion and agreement with the Scouts.

59/P18 The Budget

The Chairman presented a budget for construction dated from 1st April 2017 which was the date the current project commenced. This was discussed by Members with amendments to be reflected in the report to Council on 18th June. The Clerk would seek to draw down the s106 funds following the signing of the contract.

60/P18 Signing of the contract with Tildan Construction

The Chairman's report to Council on 18th June would seek approval to sign the contract with Tildan Construction for the sum of £672,900. Members noted that the contract was a standard RIBA JCT contract and that it would be signed by the Chairman and the Clerk.

61/P18 Arrangements for making payments and managing the project

The Chairman advised that specific arrangements would be set up for financial control. These would be agreed with the Finance Committee.

62/P18 Communicating to the public

Members agreed the importance of keeping residents up-to-date on the project. A press release would issue following the Council meeting due to take place on Monday 18th; in addition updates would be prepared regularly at key points and would be displayed on notice boards, the website and communicated via social media. Members agreed that a noticeboard at West Liss would be appropriate; the Clerk would look into this. Members also agreed to establish whether Cllr Smith would be happy to lead on communications.

63/P18 Draft report to Council 18th June

Members considered a draft of the Chairman's report and the recommendations contained therein. The Chairman would revise accordingly and circulate for consideration by Council on 18th June.

64/P18 Timeline

Members noted that there had been little slippage on the timeline and that outcomes were progressing well.

65/P18 Risk Register

Members agreed that risks to date had not materialised. Members noted the need to ensure prompt management of VAT returns and acknowledged the risk of staff capacity to manage the project. As regards the latter, Members agreed that prioritisation of resources would continue to be key to delivery.

66/P18 Any other business

The Chairman noted the Committee would need to look again at the fit out costs later in the year and noted the need to obtain a Premises Licence in due course.

Other actions noted were as follows:

- Skip to clear old pavilion – The Clerk would organise this for 25th June;
- Retention of any items of possible future use – the Clerk would establish how much storage space was available under the Village Hall stage;
- Fire extinguishers – the Clerk would arrange for removal immediately prior to vacating of the site/demolition as required;
- Old toilet block electrics – The Clerk was checking on the electrical connection with an electrician;
- Old toilet block – Members noted that there had been no evidence of any nesting activity.

Next Meeting: tbc

The meeting closed at 9.15pm.