

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

**01/P19 Apologies**

Apologies were accepted from Cllr Smith.

**02/P19 Declarations of interests**

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

**03/P19 Minutes of the meeting of 3<sup>rd</sup> December 2018**

**Resolved:** That the minutes of the meeting of 3<sup>rd</sup> December 2018, proposed by Cllr Mayo & seconded by Cllr Dodds with all in favour, be accepted as an accurate record of the meeting.

**04/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.

**05/P19 Current status of the project & update from site meeting**

The Chairman advised that the external light fittings would now include their own sensor. Further issues would be considered under the following agenda item.

**06/P19 Issues arising from site meeting for Committee input**

Vanity worktop in toilet cubicles: Following the non-availability of the Lunar colour selected, Members agreed on Blizzard.

Blinds: A quotation had been received from Waverley for blinds to the Quiet Room, Kitchen and Main Hall. Members agreed on Stone Grey for the colour.

Kitchen grille: Michael Weakley had proposed a slatted grille from the Kitchen to the Main Hall. Members agreed that this should be solid to form a partition between the two rooms and also fire retardant if required.

Obscure glazing on internal doors to Main Hall: Members agreed that the internal doors to the Main Hall should be lightly obscured so as to ensure privacy in the Main Hall.

Members noted that other decisions yet to be taken included landscaping and hall lighting.

Cllr McDonald raised the issue of screening between the Pavilion and houses on St. Mary's Road. Members agreed to assess the position once the building was complete.

**07/P19 Budget monitoring**

Cllr Mayo highlighted the need to apply for the grant from Hampshire Playing Fields Association. The Clerk would pursue.

Members agreed to put a motion to Council to allocate the shortfall in funds required for fit out. The Finance Officer had identified known 2018/19 budget underspends of £4,250 for this purpose, arising from savings in election and insurance costs.

Members also agreed to put a motion to Council for a contingency against construction overspends, of up to £15,000, which would be returned to reserves if not required. The Finance Officer had identified known 2018/19 budget underspends of £15,000 for this purpose, arising from savings in staff costs.

Various additional requirements had come up in site meetings which would likely increase the small shortfall identified in the construction budget, including the hearing loop, sound system, blinds, drinking taps in the changing rooms and a hot water dispenser in the kitchen.

#### **08/P19 Legal agreements with the Scouts**

The Clerk advised that there had been some hold up in agreeing wording to the License to Use and that comments were awaited from the Scout's lawyer. Cllr Dodds would liaise with the Scouts' representative and advise that the documents were required to be agreed and available to the Pavilion Committee by 6<sup>th</sup> February. This would allow time to go through these before presenting to Council in February to seek approval for signing.

#### **09/P19 Communication and marketing**

Members noted that the Clerk had secured 17th May 2019 in Damian Hind's diary for a formal opening of the Pavilion. The Clerk would start to draw up a list of attendees.

Members agreed that a Village Voice would be timely before Easter and prior to the election purdah to focus on marketing the new Pavilion. The Clerk would liaise with Cllr Budden accordingly.

Members agreed to ask the Assistant Clerk to draw up a list of organisations and individuals to approach about using the new Pavilion.

Members agreed that as soon as the Pavilion could be opened to guests, an open drop-in session should take place on a Friday evening and on the following morning to facilitate maximum attendance.

#### **10/P19 Any other business**

The Clerk agreed to investigate lead in times for larger fit out items. Members thought it useful to have a list of all fit out items which were included under the main contract. The Clerk would add these to a separate heading of the fit out schedule.

#### **Next Meeting: Wednesday 13<sup>th</sup> February 2018**

The meeting closed at 8.45pm.