

**LISS PARISH COUNCIL**  
Minutes of the Liss Pavilion Development Committee  
3<sup>rd</sup> October 2017

**MEMBERS**

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

\*Present.

Clerk: S. Smith

**91/P17 Apologies:** Apologies were accepted from Cllr Mayo

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

**93/P7 Minutes of the meeting of 12<sup>th</sup> September 2017 & matters arising**

**Resolved:** The minutes of the meeting of 12<sup>th</sup> September 2017, proposed by Cllr Smith & seconded by Cllr Dodds, be accepted.

There were no matters arising which would not be covered under the agenda.

**94/P17 Architects report & planning application process**

Cllr Mayo had provided a written update, noting that the planning application would be submitted circa 9/10/17. A structural engineer's report had been received to accommodate the open ceiling structure in the main hall. The chairman advised that the professional fee for this service (£2,800) would be available in the £10,000 figure approved by Council to move the project forward.

A revised plan had been provided following the last meeting of the Pavilion Committee in response to issues raised: a stable door access to the kitchen from the verandah had been included and the gents toilet door had been flipped to ensure privacy. The 'dog leg' in the corridor would remain as removing this would reduce the size of the cleaner's cupboard.

Cllr Mayo had provided a schedule of loose goods required in addition to the design fit out brief which detailed desired features. Members agreed that the loose goods schedule represented a fair assessment of requirements, but that MW could advise further. A meeting with Michael Weakley (MW) had been scheduled for 24/10/17 to discuss the internal design brief (Cllrs Hargreaves, Mayo, Dodds & McDonald would attend). This would provide an opportunity to raise all outstanding issues, including external access to the quiet room, the need for a door between the quiet room and Store 2 as well as the fixtures to be included in the tender process. The design fit out list would require update prior to this meeting.

Cllr Smith confirmed that the Scouts had received the previous set of plans and that they were content. They had requested caged strip lighting in the storage area. Cllr Smith would continue to liaise with the Scouts as regards their requirements.

The chairman advised that a quotation had been received from the District Surveyor at the Valuation Office Agency for a rental valuation of the proposed pavilion, for the sum of £1,300 plus VAT.

**Resolved:** Members agreed that the quotation for rental valuation should be accepted.

The chairman also noted the need for the Joint Clerks to undertake some investigatory work on running costs and charging rates for comparable venues.

**Resolved:** Joint Clerks to action.

### **95/P17 PWLB loan & financial report**

Members discussed the proposed article in the Village Voice which aimed to establish whether the public support an increase to the precept to fund the loan. The chairman noted that DCLG were content that the proposed wording for the Village Voice met PWLB criteria. Members expressed concern as regards timing and agreed to defer this until after the referendum on the Neighbourhood Plan, however it was agreed that a general update would be appropriate. Members felt this would also be beneficial as it would provide some time to confirm funds required. Members also noted the significance of the deadline for notification of the precept to EHDC in the process.

**Resolved:** Joint Clerk Smith would confirm with Joint Clerk Bowery/RFO the absolute deadline for notification of the precept to EHDC.

**Resolved:** Joint Clerk Smith would confirm with Joint Clerk Bowery/RFO the implications for the precept should loan repayments commence during the 2018/19 budgetary year.

### **96/P17 Any other business**

The chairman advised that the timeline would be updated following submission of the planning application.

The meeting was closed at 8.27pm.

**Next Meeting: Tuesday 7<sup>th</sup> November 2017, 7.00pm**