

LISS PARISH COUNCIL
Minutes of the Liss Pavilion Development Committee
3rd September 2018, 7pm

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

*Present, in addition to Iain Neasom & Adam Tither, 1st Liss Scouts
Clerk: S. Smith

78/P18 Apologies

None received, although Cllr Budden had advised that he would be arriving late to the meeting.

79/P18 Declarations of interests

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

80/P7 Minutes of the meeting of 30th July 2018

Resolved: That the minutes of the meeting of 30th July 2018, proposed by Cllr Mayo & seconded by Cllr Dodds with all in favour, be accepted as an accurate record of the meeting.

81/P18 Current status of the project

Cllr Mayo advised that works were currently slightly ahead in terms of the construction programme. Practical completion was on track for Spring 2019, and so it would be prudent for the Scouts to maintain contingency arrangements until the Easter holidays.

Cllr Budden joined the meeting at this point.

82/P18 Budget monitoring

A revised budget monitoring report had been circulated to the Committee. The Clerk reported that expenditure was progressing in line with that anticipated and that the first monthly VAT reclaims had been submitted to ensure no adverse impact on cash flow. Further VAT reclaims would be submitted approximately monthly after each staged payment for the contractor and architect/project manager.

Cllr Mayo advised that some upward adjustments were likely within the construction budget (e.g. CCTV specification), but that some downward adjustments were also expected. The Chairman also noted that the contingency sum had been provided for in the construction budget. The absence of any upward adjustments during in ground works stage was noted as very positive as this is an area in which upward adjustments are most likely.

83/P18 Agreement with the Scouts

The Clerk advised that the lawyers had made good progress and were working to finalise the legal agreements later in the week prior to making arrangements for signing. The Clerk would check whether it was the Clerk and the Chairman who would sign on behalf of the Council (NB. This was confirmed by the lawyer). The Chairman proposed that the final set of legal documents is presented to the October Council for formal approval prior to signing.

1st Liss Scouts raised an issue on the lease regarding future security of tenure. The Committee recognised the desire of the Scouts for security of tenure, whilst recognising the need for LPC to be able to retain some flexibility. The Clerk undertook to discuss the issue with the lawyer acting for LPC

84/P18 Key areas for Committee input

In terms of areas discussed at the previous Committee, the following was noted:

a) Agreeing outstanding items within the specification:

Members considered colour swatches provided and discussed the colour scheme. The Clerk would feed this back to Michael Weakley.

b) Fitting and equipping the Pavilion:

Cllr McDonald was due to meet with the Clerk on 17th September to continue work on the proposals for fitting out and equipping the Pavilion.

c) Terms and Conditions for use of the Pavilion:

The Clerk advised that the Assistant Clerk was finalising a draft set of Terms & Conditions. These would be circulated to the Committee for any further comment, as well as the Scouts, and would be considered by the Buildings Committee on 10th September.

d) Charges:

The Committee agreed that a sub group consisting of the Chairman, the Vice-Chairman and the Chairman of Finance should meet ASAP to discuss charges. The Clerk would arrange the meeting accordingly.

e) Arrangements for caretaking and maintenance:

The Chairman advised, having spoken to Michael Weakley, that a remote locking system was unlikely to be suitable and that a traditional caretaking arrangement would most likely be required. This would involve specific arrangements for regular users whereby a lower charging rate would necessitate an increased level of self-sufficiency and housekeeping to reduce caretaker requirements.

f) Marketing:

Cllr Budden advised that the aim was to produce an edition of the Village Voice in September. This would include an article on the Pavilion and encourage expressions of interest for users.

85/P18 Communicating with the public

Cllr Smith advised that feedback via social media was generally positive and Cllr Budden advised that he had come across the same. Members agreed that the monthly report to Council should contain a press release for the Petersfield Post. Adam Tither advised that the roof going on would be a key point for press coverage. The Committee agreed that, rather than a notice board as previously discussed, an LPC banner should be placed on the site fencing to identify ownership of the project. The LPC website address would be added to direct those interested to updates and further information.

86/P18 Timeline

Members noted that the project was on track for a Spring 2019 completion.

87/P18 Risk Register

The Chairman had provided an updated Risk Register for consideration which identified that risks had fallen further as a result of the return of the RFO to work meaning less pressure on staff resources, but upward pressure on additional but minor costs would need to be carefully monitored.

88/P18 Any other business

Adam Tither of 1st Liss Scouts enquired as to whether the new Pavilion would have wifi available; the Chairman confirmed that this was indeed the case. He also raised the issue of acoustics, namely the dampening of reverberations to reduce noise levels in the main hall; the Chairman undertook to raise this with Michael Weakley. Adam Tither also questioned the choice of terracotta for the roof ridge as he felt this would accentuate the ridge line and that it would remain very bright against aged cedar. The Chairman advised that members had expressed some concerns regarding the colour previously and that again this would be raised with Michael Weakley.

The Chairman asked about an appropriate design for the weathervane. After discussion it was agreed that a simple arrow was best, perhaps with 2019 stamped out, as the opening date of the Pavilion.

Next Meeting: October – date tbc

The meeting closed at 9pm.

