

## LISS PARISH COUNCIL

Minutes of the Buildings Committee of 1<sup>st</sup> March 2010, 7.00pm

Members:        \*Cllr Graham Baker (Chairman)    \*Cllr Keith Budden  
                     \*Cllr Sue Halstead                    \*Cllr Howard Linsley  
                     Cllr Gina Logan                            Cllr Brian Mayo  
                     \*Cllr Roger Mullenger                Cllr Paddy Payne  
                     \*Cllr Stuart Rees

\*present

Also present:    Cllr Angela Wright

### **01/B10 Apologies**

Apologies received from Cllr Logan, Cllr Mayo and Cllr Payne.

### **02/B10 Declarations of Interest**

None.

### **03/B10 Minutes and Matters Arising from the Buildings Committee meeting on 30<sup>th</sup> November 2009**

The minutes were agreed as a true record at the full Council meeting on 21<sup>st</sup> December 2009.

### **04/B10 Correspondence**

None received.

### **05/B10 Village Hall**

- a) Kitchen Project - the Buildings Chairman reported that Magnet will be awarded the contract to supply and install a new kitchen. Works will start on 10<sup>th</sup> May and be completed by 23<sup>rd</sup> May. A Mann to arrange a meeting with Magnet/LPC/WRVS to finalise details. A Mann/D Bowery to liaise with the Whistle Stop Pub for permission to use the car park during the works period. A Mann/Cllr Baker to draw up letter of contract to Magnet. The Committee agreed that regular hall users should be offered West Liss Pavilion during the works period and A Mann should agree rates on an individual basis.
- b) Noticeboard – the Committee discussed the following quotes to provide a new noticeboard to be fitted between the bus shelter and village hall:  
Woodcraft UK - £734  
Harry Stebbing £985  
Nick Woodage Carpentry £800  
The Committee agreed that the design should be hardwood and it was preferable to use a local carpenter who would handcraft the noticeboard to exactly fit the space. On this basis, the Committee agreed a recommendation should be made to Council on 15.03.10 for Nick Woodage Carpentry to supply and install the item.
- c) Repair to the window above the ladies cloakroom – the Buildings Chairman reported that Nick Woodage has been instructed to carry out repairs to the window at a cost of £750.
- d) Storage in loft space – the Chairman reported that the Historical Society have no resources to scan their files to disc and are not currently in a position to commit to renting storage space. On this basis, the Committee agreed that no further investigations were necessary. Cllr Rees offered his help to the Historical Society.

### **06/B10 West Liss Pavilion**

The Committee discussed the Scouts enquiry regarding the status of the new pavilion project. A Mann to arrange a meeting with the Scouts as soon as possible, Cllr Payne and Cllr Linsley to be present. A Mann to locate the list showing the priority of LPC projects which was drawn up approximately 10 years ago.

### **07/B10 Any other Business**

None.

**Date of next Buildings meeting: 7<sup>th</sup> June 2010, 7.00pm**

## LISS PARISH COUNCIL

Minutes of the Buildings Committee of 7<sup>th</sup> June 2010, 7.00pm

Members:        \*Cllr Graham Baker (Chairman)                    \*Cllr Keith Budden  
                     Cllr Sue Halstead    \*Cllr Howard Linsley  
                     \*Cllr Gina Logan     \*Cllr Brian Mayo  
                     \*Cllr Paddy Payne     Cllr Stuart Rees

\*present

### **08/B10 Apologies**

Apologies received from Cllr Halstead and Cllr Rees.

### **09/B10 Election of Chairman**

Cllr Baker, proposed by Cllr Logan and seconded by Cllr Mayo, was voted unanimously to act as Buildings Chairman for the ensuing year

### **10/B10 Declarations of interest**

Cllr Logan declared a prejudicial interest on any matters relating to EHDC funding.

### **11/B10 Minutes and matters arising from the Buildings Committee meeting on 1<sup>st</sup> March 2010**

The minutes were agreed as a true record at the full Council meeting on 19<sup>th</sup> April 2010. Any outstanding matters were carried forward to the June minutes.

### **12/B10 Village Hall**

- a) Kitchen Project - the Buildings Chairman reported that all planned work was now complete and WRVS were delighted with the outcome. Cllr Mayo gave a vote of thanks to Cllr Baker for his leadership of the project. The Committee discussed further items to be considered, as follows:
- Hand dryer and soap dispenser – A Mann to arrange for item to be purchased and installed.
  - Bin – A Mann to arrange purchase of replacement re-cycling bin.
  - Replacement wheels on hot trolley to allow trolley to fit under units – A Mann to source smaller wheels.
  - New central ceiling light – Chairman and A Mann to obtain quotes for next Buildings meeting.
  - Re-decoration – Chairman and A Mann to obtain quotes for next Buildings meeting.
  - Improvements to serving hatch – A Mann to instruct local carpenter now to hinge the door to enable it to be folded back. A Mann to provide existing quote and obtain new quote for fireproof hatch to the next Buildings meeting.
- b) Noticeboard – the Chairman reported that a new noticeboard was now installed. The committee agreed that a Liss Parish Council header should be sourced. A Mann to investigate options.
- c) Repair to window above the ladies cloakroom – the Chairman reported that repairs were complete.

### **13/B10 West Liss Pavilion**

- a) Repairs to pavilion - The Chairman reported that, following an inspection on 21.04.10, repairs were made to the floor and a broken window replaced. The contractor had said that, in his opinion, the building is rotten.
- b) Improvements to car park – the Committee discussed a proposal to improve the car park ground conditions by filling and leveling with scalpings, using the Community Payback Team. The Committee agreed that this work is necessary and should be planned. A Mann to liaise with Community Payback Team.
- c) New pavilion project – the Chairman said that a meeting between LPC and 1<sup>st</sup> Liss Scouts on 12.04.10 had highlighted the critical state of the Scout Hut. The meeting concluded that a shared use building was preferable, however, any plans would be affected by available funds. Following the meeting the Scouts had returned their list of requirements. The Committee discussed options and agreed that a shared use building was still preferable and the project now had a degree of urgency. Cllr Baker agreed to obtain quotes for existing plans and investigate other build options.

### **14/B10 Any other business**

None.

**Date of next Buildings meeting: 6<sup>th</sup> September 2010, 7.00pm**

## LISS PARISH COUNCIL

Minutes of the Buildings Committee of 6<sup>th</sup> September 2010, 7.00pm

Members:        \*Cllr Graham Baker (Chairman)                    \*Cllr Keith Budden  
                     \*Cllr Sue Halstead                                    \*Cllr Howard Linsley  
                     \*Cllr Gina Logan     \*Cllr Brian Mayo  
                     \*Cllr Roger Mullenger                                Cllr Paddy Payne

\*present

### **15/B10 Apologies**

Non received.

### **16/B10 Declarations of interest**

Cllr Logan declared a prejudicial interest on any matters relating to EHDC funding.

### **17/B10 Minutes and matters arising from the Buildings Committee meeting on 7<sup>th</sup> June 2010**

The minutes were agreed as a true record at the full Council meeting on 21<sup>st</sup> June 2010. Any outstanding matters were carried forward to the September minutes.

### **18/B10 Village Hall**

- a) Kitchen Project - the Buildings Chairman updated the Committee on the following outstanding items required to complete the project:
- Hand dryer and soap dispenser – it was not possible to find a suitable location for a hand dryer due to the location of the water heater. A paper towel and soap dispenser are now installed.
  - Bin – a new bin is now in use.
  - Replacement wheels on hot trolley to allow trolley to fit under units – complete.
  - Re-decoration – the committee considered a quote from S Harris and agreed that a second quote was required before making a decision. A Mann to obtain second quote to include moisture resistant paint on walls and ceilings.
  - Improvements to serving hatch – complete.
- b) Noticeboard – the committee discussed options for a header. A Mann to investigate options and source quotes.

### **19/B10 West Liss Pavilion**

- a) New pavilion project -
- Quotes for a modular style building - the Chairman reported that only one company expressed an interest but further work was required to calculate the cost.
  - Estimates to build as per existing plans – the Chairman reported that estimates had been requested from local builders and replies were expected by 17<sup>th</sup> September. The Chairman said that one quote had been received in the value of £325k.
  - The Committee discussed both options and agreed that further work was necessary to investigate all building options. B Mayo to follow up option of building with green oak. A Mann to collect remaining estimates and investigate building options with Forest Enterprises and Mark Probyn.
- b) Car park improvements – the Chairman reported that LPC were waiting for a date from the Community Payback Team to carry out the work.

### **20/B10 Any other business**

None.

**Date of next Buildings meeting: 29<sup>th</sup> November 2010, 7.00pm**

## LISS PARISH COUNCIL

Minutes of the Buildings Committee of 29<sup>th</sup> November 2010, 7.00pm

Members: \*Cllr Graham Baker (Chairman) \*Cllr Keith Budden  
\*present \*Cllr Sue Halstead \*Cllr Howard Linsley  
\*Cllr Gina Logan \*Cllr Brian Mayo  
\*Cllr Roger Mullenger Cllr Paddy Payne

**21/B10 Apologies – Cllr Payne.**

**22/B10 Declarations of interest – None.**

### **23/B10 Minutes and matters arising from the Buildings Committee meeting on 6<sup>th</sup> September 2010**

The minutes were agreed as a true record at the full Council meeting on 20<sup>th</sup> September 2010. Any outstanding matters were carried forward to the November minutes.

### **24/B10 Village Hall**

- a) Kitchen Project - the Buildings Chairman updated the Committee on the following issues:
- A Spiers has been booked to decorate the kitchen and lobby area. Work will commence on 4<sup>th</sup> January 2011.
  - It was hoped that ongoing problems with the ovens were nearly resolved. Hotpoint had confirmed there were modifications on the ovens and had fitted parts accordingly. A technical engineer was due to repair the Falcon oven on 25<sup>th</sup> November. Cllr Linsley said that LPC need evidence in writing that the Falcon oven is not covered by a warranty. The Committee agreed that LPC should warn the WRVS of possible legal action with Falcon.
  - LPC had sent a letter of complaint to Magnet who responded with an apology and assurance they were following up the matters were necessary.
- b) Noticeboard – A Mann to source quotes for a headerboard.

### **25/B10 West Liss Pavilion**

- a) Car park improvements -
- The Chairman reported that the Community Payback Team were due to carry out repairs to West Liss Pavilion car park on 12<sup>th</sup> December.
- b) Hawkley Nursery – the Chairman said that, following a request from Hawkley Nursery to use the pavilion from January-May 2011, he had carried out a risk assessment on the building. The Committee agreed that findings showed the building had reached the end of it's useful life. The Committee discussed the items listed on the risk assessment but no decision was made on which items should be actioned. Cllr Mullenger said that LPC had a responsibility to make repairs where practical as it was not possible to say when a replacement building could be provided. It was agreed to wait for a response from Hawkley Nursery regarding the OFSTED inspection of the building.
- c) New Pavilion Project – the Chairman reported that three estimates were received from local buildings ranging from £231k to £319k and made the following recommendation:  
Taking into consideration the critical state of the existing building and the three estimates obtained, the Committee should:
1. Agree the project should be worked on as a matter of urgency
  2. Agree whether it is realistic for LPC to source funding for the amounts suggested so far
  3. Form a working group to consider other build options and possible funding. The recommendations to be considered at the Buildings Committee on 14<sup>th</sup> March before a report and motion is presented to Council.
- Cllr Logan provided details of a sports pavilion recently built by East Meon Cricket Club and the Committee discussed other modular building styles which should be investigated.  
Following discussion, the Committee agreed that the following proposals should be made to full Council on 20<sup>th</sup> December
1. To form an Advisory Committee to be led by the Buildings Chairman
  2. To ensure that critical items listed on the risk assessment are actioned immediately.

### **26/B10 Any other business**

The Committee felt that another meeting was necessary before March 2011.

**Date of next Buildings meeting: 14<sup>th</sup> March 2011, 7.00pm, interim meeting date to be decided.**