

LISS PARISH COUNCIL

Minutes of the Buildings Committee of 14th March 2011, 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

Clerk: A Mann

01/B11 Apologies – Cllr Logan and Cllr Mullenger.

02/B11 Declarations of interest – None.

03/B11 Minutes and matters arising from the Buildings Committee meeting on 29th November 2010

The minutes were agreed as a true record at the full Council meeting on 20th December 2010. Any outstanding matters were carried forward to the March minutes.

04/B11 Village Hall

- a) Kitchen Project - the Buildings Chairman updated the Committee on the following issues:
- Redecoration of the kitchen and lobby area was complete.
 - Kitchen cupboard locks had been ordered and would be installed shortly. Chairman agreed to fit one lock for WRVS to approve, before instructing a carpenter to fit on all WRVS cupboards.
 - Falcon oven – members considered an email from WRVS detailing ongoing problems with the Falcon oven. Cllr Payne said that two issues should be considered:

1. Is the product functioning properly?
2. If it is considered to be working as it should, the product has been mis-sold and is not fit for purpose.

A meeting with WRVS was scheduled for 17.03.11 to discuss and agree how to move forward.

Clerk to find out whether local village halls use the same oven.

- b) Noticeboard header – outstanding. Clerk to ask J Starling for suggestions.

05/B11 West Liss Pavilion

- a) Car park improvements - the Chairman reported that work to improve the ground conditions was complete. He gave thanks to T Grant for supervising the work and the Community Service Team.
- b) Health & safety issues - the Chairman reported that a contractor had carried out repairs to the pavilion and all critical items on the risk assessment had been actioned. The Clerk reported that the nursery school were happy with the improvements and two months rental income had covered the cost of repairs.
- c) New Pavilion Project – the Chairman updated the Committee on the two recent Advisory Group meetings and the following actions were agreed:
1. It was agreed that it was critical for the Scouts to be part of the group to ascertain storage requirements. Clerk to write to Scouts.
 2. It was also agreed that Liss Community Association (LCA) should be consulted. Cllr Halstead to speak to LCA Chairman.
 3. Cllr Linsley agreed to speak to the Crossover.
 4. The Chairman said that the Advisory Group should refer to a survey of local groups by the Village Design Group:

The Committee agreed that this project must be a priority for LPC.

06/B11 Any other business

The Clerk said that a suggestion had been made that village hall and West Liss pavilion rental charges should be increased on a bank holiday to cover Caretaker costs. The Clerk to find out actual caretaker cost, Triangle Centre policy for bank holidays and whether the LPC Schedule of Charges can be amended part way through the year.

Date of next Buildings meeting: 13th June 2011, 7.00pm

LISS PARISH COUNCIL

Minutes of the Buildings Committee of 13th June 2011, 7.00pm

Members: *Sue Brown *Cllr Keith Budden
*present *Cllr Howard Linsley * Cllr Gina Logan
*Cllr Brian Mayo *Cllr Paddy Payne
*Cllr Elwyn Thomas Cllr Phil Thompson
Clerk: A Mann

07/B11 Apologies – None.

08/B11 Election of Chairman

Cllr Mayo nominated Cllr Thomas as Buildings Chairman – following discussion, this nomination was withdrawn. Cllr Budden, nominated by Cllr Linsley and seconded by Cllr Logan, was elected as the Chairman of the Buildings Committee for the ensuing year.

09/B11 Declarations of interest – Cllr Logan declared an interest on any financial matters relating to EHDC.

10/B11 Minutes and matters arising from the Buildings Committee meeting on 14th March 2011

The minutes were agreed as a true record at the full Council meeting on 21st March 2011. Any outstanding matters were carried forward to the June minutes.

11/B11 Village Hall

- a) Kitchen Project - the Buildings Chairman updated the Committee on the following issues:
- Kitchen cupboard locks were still to be fitted – Clerk said that it was necessary to find an alternative local handyman to carry out small ad-hoc jobs in the village hall.
 - Falcon oven – the Buildings Chairman said that the fault had now been rectified and LPC were seeking compensation from Magnet. Members considered a letter from Magnet offering £120 as compensation. The Committee agreed that the fault was quite clearly a manufacturing fault and nothing to do with the opinion that the Village Hall was a commercial premises. Clerk to respond to Magnet letter stating that the compensation did not cover LPC costs.
- b) Noticeboard header – outstanding. Clerk to follow up several recommendations made by Committee.

12/B11 West Liss Pavilion

- a) The Clerk reported that the nursery were due to vacate the building on 27.06.11.
- b) New Pavilion Project –
The Committee viewed the meeting notes from the Advisory Group on 23.05.11 and the Clerk explained that three recommendations would be made to Council 20.06.11:
1. Individual names of external members of the Advisory Group
 2. To adopt the project proposal, agreed by Advisory Group, showing the project to be a feasible option
 3. To view architects quotes and agree selection
- The Clerk explained the procedure that the West Liss Pavilion Advisory Group and its terms of reference had been adopted and agreed by Full Council. Any recommendations must, therefore, be made by the Advisory Group. The Buildings Committee discussed their role in the project and Cllr Thomas expressed concerns that the Buildings Committee could potentially be responsible for a building and not been able to make their own recommendations. The Buildings Chairman said that all Councillors were a member of the Advisory Group and it was possible for the Buildings Committee to make their own recommendations to the Advisory Group, which would then be minuted and put to full Council for approval. Cllr Linsley reminded the Committee that the Advisory Group had agreed the inclusion of John Starling. Clerk to include in list of members to be put to Council 20.06.11.
The Chairman to write to Damian Hinds to detail LPC's intentions, asking for any help and advice on funding opportunities.
Cllr Budden to make contact with Michael Oakely, in relation to any interest Crossover may have in the project.

13/B11 Any other business

A Mann to calculate the cost of providing a caretaker to hall and pavilion users on a bank holiday.

Meeting closed at 7.45pm.

Date of next Buildings meeting: 5th September 2011, 7.00pm

LISS PARISH COUNCIL

Minutes of the Buildings Committee of 5th September 2011, 7.00pm

Members:	Sue Brown	*Cllr Keith Budden (Chairman)
*present	*Cllr Howard Linsley	*Cllr Gina Logan
	Cllr Brian Mayo	Cllr Paddy Payne
	*Cllr Elwyn Thomas	Cllr Phil Thompson
Clerk:	A Mann	

14/B11 Apologies

Apologies were received from Cllrs Brown and Mayo.

15/B11 Declarations of interest

Cllr Logan declared an interest on any financial matters relating to EHDC.

16/B11 Minutes and matters arising from the Buildings Committee meeting on 13th June 2011

The minutes were agreed as a true record at the full Council meeting on 20th June 2011. Any outstanding matters were carried forward to the September minutes.

17/B11 Village Hall

- a) General maintenance - the Clerk reported the following:
 - Kitchen cupboard locks had been fitted.
 - A new noticeboard header had been fitted.
 - A toilet cistern was replaced in the ladies toilet.
- b) Falcon oven – the Chairman reported that compensation had been received from Magnet and Falcon to cover costs incurred from oven failures.
- b)) Possible structural damage to roof and external wall in N/W corner of hall – the Chairman highlighted this as a possible future expenditure. The Committee agreed that the building should be professionally inspected/surveyed.
- c) Solar panels – the Committee discussed a proposal from Reenergise Renewables to install a photovoltaic system to the village hall. The Committee agreed that the proposal was worth perusing but further clarification of the costs was required. Chairman to arrange for survey of roof and a meeting with Reenergise Renewables.

18/B11 West Liss Pavilion

- a) New Pavilion Project –
 - Visit to Clanfield Scout Hut - the Chairman reported that a visit to Clanfield Scout Hut had been worthwhile and provided much useful information.
 - FEBO Designs – the Chairman reported that FEBO Designs had been appointed to prepare drawings and all documentation, including the Design & Access Statement, for a planning application and would attend the next User Group meeting on 14th September.
 - The Chairman also reported that FEBO Designs had visited West Liss Pavilion and Scouts Hut to understand the current buildings. He said that FEBO Designs had asked whether it would be a worthwhile exercise to investigate the feasibility of merging the village hall and associated parish offices with the new build, thereby freeing the parish to consider either renting or selling the existing premises.
 - The Committee agreed that this was a matter for full Council, but the first stage was to determine a cost/valuation of the site plus a calculation/estimate of the additional building costs.

19/B11 Any other business

The Committee agreed that the following items should be proposed to the Finance Committee for inclusion in the 2012 budget:

Village Hall – replacement urinal pipes in gents toilets, replacement handbasin in ladies toilet, external re-decoration of window frames, doors and railings.
Office – hot water heater.

The Committee also agreed that provision should be made for the following, within the next three years:
Replacement chairs in the village hall, Internal re-decoration of the village hall and upgrading the ladies and gents toilets.

Meeting closed at 7.45pm.

Date of next Buildings meeting: 28th November 2011, 7.00pm

LISS PARISH COUNCIL

Minutes of the Buildings Committee of 28th November 2011, 7.00pm

Members:	Sue Brown	*Cllr Keith Budden (Chairman)
*present	*Cllr Howard Linsley	*Cllr Gina Logan
	Cllr Brian Mayo	*Cllr Paddy Payne
	*Cllr Elwyn Thomas	Cllr Phil Thompson
Clerk:	A Mann	

20/B11 Apologies

Apologies were received from Cllr Mayo.

21/B11 Declarations of interest

Cllr Logan declared an interest on any financial matters relating to EHDC.

22/B11 Minutes and matters arising from the Buildings Committee meeting on 5th September 2011

The minutes were agreed as a true record at the full Council meeting on 19th September 2011. Any outstanding matters were carried forward to the November minutes.

23/B11 Village Hall

- a) Possible structural damage to roof and external wall in NW corner of hall – the Chairman reported that P Deacon had informally inspected the area of concern and advised that, in his opinion, it was likely that the damage was not recent and probably now stable. He also advised that LPC should seek confirmation from a structural engineer. AM to seek cost from Structural Engineer.
- b) Solar panels – the Chairman updated the Committee that full planning permission was required as the hall is in the conservation area. He advised that it was not possible to complete the installation before the government tariff rates change in December. Revised projections had been requested from both companies who originally quoted.
- c) The Chairman reported that the following items had been included in the 2012 budget:
 - Replacement urinal pipes and missing tiles in gents
 - Replacement handbasin in ladies
 - External re-decoration of doors, window frames & railings
- d) The Chairman reported that funds will be accrued over the next three years for the following:
 - Internal re-decoration
 - Replacement banqueting chairs
 - Toilet refurbishment
- e) AM to instruct electrician to install timer switch on the external light next to the village hall.

24/B11 West Liss Pavilion

- a) New Pavilion Project –
The Chairman updated the Committee that draft plans had been discussed at full Council 21.11.11 and an Advisory Group had been formed. The Committee were advised that the next step was to compile a list of proposed changes and agree them with the User Group and Advisory Group.

25/B11 Any other business

AM to follow up with EHDC/Police to ensure a sharps bin is installed in the public toilet at Newman Collard.

Meeting closed at 7.45pm.

Date of next Buildings meeting: 27th February 2012, 7.00pm