

Minutes of the West Liss Pavilion Project
Development Advisory Group Meeting, 10th March 2014, 7pm

Members: *Cllr Budden (Chairman), Cllr Hargreaves, *Cllr Kendall, *Cllr Linsley, *Cllr Mayo, *Cllr Payne, Cllr Szpitalak, *Cllr Thomas, *J. Starling
Present *
Clerk: S. Smith

01/P14 Apologies

None received.

02/P14 Declarations of Interests

None declared.

03/P14 Minutes of previous meetings and matters arising not already on agenda

It was noted that the minutes of the previous meeting had been agreed by Council on 18th November 2013, and that all items to be discussed were on the agenda.

04/P14 Project Update

The Chair advised that all responses to tender had been received mid-November and were witnessed by Cllr Thomas and Cllr Budden. The tenders were evaluated by Holloway Squire and it was agreed that, of the five received, the second lowest quote met the criteria for tender and was the preferred option.

05/P14 Review of developer's proposals

It was noted that the proposals matched the tender specification. There was some discussion regarding possible amendments to the specification to achieve the desired outcome whilst ensuring best value for money.

06/P14 Review of project options

Following discussion on the way forward the meeting agreed that the external fundraising consultants 4Grants should commence their fundraising activities. Commercial negotiations would continue at the same time to ensure that the method of construction and chosen contractor represented best value for money.

The Chair agreed to produce a paper to update full council, which Cllr Kendall and Cllr Thomas offered to assist with. It was agreed that this paper would be presented to council for the exempt session at meeting of 17th March.

The Chair stated that to respect commercial confidentiality with the preferred contractor(s), none of the tender figures would be released to the press or public until all negotiations had been completed and the committee were in a position to present a contract for authorisation by full council.

07/P14 Update on position with Liss Scouts and Brownies

The Chair advised that the Scouts including the District Commissioner remained fully committed to the project. Both the Scouts and Brownies would require porta cabins during the construction phase and that these could be either rented or purchased with a view to reselling once they were no longer required. The Chair advised that planning permission would be required for these to be erected as part of the project, and that John Starling had kindly offered to compile the necessary forms, plans and documentation.

08/P14 Fundraising update

No fundraising had taken place over the past year. It was noted that no grants could be applied for directly by LPC whilst the external fundraising consultants were working on our behalf, but that local fundraising events and activities could continue.

09/P14 Ideas for fundraising in 2014

The Chair suggested a company that provided adult inflatable events, such as gladiator games, and it was agreed that we could consider this to raise funds at some point.

10/P14 Review of project timescales

The Chair noted that the project would take 9-12 months from start to finish once firm decisions had been regarding the construction and contractors.

11/P14 AOB

No issues.

12/P14 Next Meeting

To be confirmed.

Minutes of the West Liss Pavilion Project
Development Advisory Group Meeting, 7th May 2014, 10am

Members: *Cllr Budden (Chairman), *Cllr Kendall, *Cllr Linsley, *Cllr Mayo, *Cllr Payne, Cllr Szpitalak, *Cllr Thomas, *J. Starling

Present *

Clerk: S. Smith

13/P14 Apologies

Cllr Szpitalak

14/P14 Declarations of Interests

None declared.

15/P14 Minutes of previous meeting and matters arising not already on agenda

It was noted that the minutes of the previous meeting had been agreed by Council on 17th March 2014, and that all items to be discussed were on the agenda.

16/P14 Project Update

The Chair advised that a meeting had taken place with Holloway Squire to discuss the way forward. There was discussion of possible cost saving measures to the preferred tender's package and Alan Holloway had agreed to submit a list of design changes in due course. Alternative project plans to reduce the overall project cost were also discussed. John Starling highlighted that the Ground Report had not been included in the tender package and therefore the foundations provided in the design specification may require adjustment at additional cost. It was agreed that any cost savings needed to be carefully considered. The Chair advised that 4Grants had identified two possible funders to meet part of project costs.

17/P14 Review of project options

The following list of actions was agreed:

- To advise 4Grants to continue their fundraising activities based on current design;
- To arrange a further meeting between Holloway Squire with a subsequent meeting with Holloway Squire, Febo and Andrews Newby to discuss current design specification and possibly savings;
- To consider moving the building forward to the road which could give rise to savings in terms of allowing the existing buildings to remain in place until project completion as well as allowing for easier access to utilities and more level ground conditions;
- To continue commercial negotiations as regards the method of construction and chosen contractor to ensure best value for money;
- To arrange a pre-application meeting with SDNP's Planning Authority to discuss the planning implications of any changes;
- To meet regularly in order to meet the commitment to award a tender contract by September, with monthly meetings of the Development Advisory Group on the first Wednesday of each month and weekly meetings of an informal sub-group basis (next meeting: 3pm on 12th May with Cllrs Budden, Thomas and Kendall).

18/P14 AOB

No issues.

19/P14 Next Meeting

10am on Monday 2nd June 2014. *(Clerk's note: this meeting has been postponed).*