



## LISS PARISH COUNCIL

Minutes of the Facilities Committee meeting held on 3<sup>rd</sup> August 2020, 7pm,  
by Zoom videoconferencing

### MEMBERS

\*N. Wilson (Chair) \*R. Hargreaves \*K Budden D. Jerrard \*M. Knibbs \*H. Linsley \*A. Smith  
\*D. Dodds & \*B. Mayo (Co-opted Members)

\*Present, in addition to Cllr C. Williams  
Clerk: Sarah Smith

The Clerk opened the meeting and invited nominations for the position of Chair, following the resignation of David Dodds as Councillor. Members noted that David Dodds had been co-opted to the Facilities Committee at the last meeting of Council and welcomed his continued presence on the committee given his wealth of experience and knowledge in facilities matters.

### **18/F20 Election of Chair**

**Resolved:** That Cllr Wilson be elected as Chair for the ensuing year (proposed by Cllr Hargreaves, seconded by Cllr Smith and with all in favour).

### **19/F20 Apologies**

Apologies were accepted from Cllr Jerrard.

### **20/F20 Declarations of Interests**

Cllr Linsley noted a non-pecuniary interest as Trustee to the NCPFT and the Chair noted a non-pecuniary interest as supporter and member of Liss Men's Shed.

### **21/F20 Minutes of the Facilities Committee of 2<sup>nd</sup> March 2020 and matters arising**

**Resolved:** That the minutes of the Facilities Committee meeting of 2<sup>nd</sup> March 2020 be accepted as an accurate record of the meeting (proposed by Cllr Linsley, seconded by Cllr Smith and with all in favour). The Chair noted that all matters arising would likely come up under agenda items.

### **22/F20 Update on status of Office, Village Hall and Pavilion**

The Clerk advised that the Office, Village Hall and Pavilion were all currently still closed and that Risk Assessments were being prepared to ensure a safe return. The Clerk advised that a collaborative approach between LPC and hirers would be required to make re-opening a possibility as, although LPC would have a role to play, hirers would be responsible for their own Covid-security. For example, hirers would be responsible for social distancing arrangements specific to their activity, for maintaining a register of participants and quite likely a role in cleaning to make re-opening a viable option.

It was agreed that, following completion of the Risk Assessment, the Chair and Clerk would consider the issue with a view to re-opening likely in September.

Members noted that re-opening of the Village Hall and Pavilion was more complex and would be dependent on the Risk Assessments, as well as the commitment of the hirers to work through relevant issues. The Risk Assessments would be made available to the Members for consideration in due course,

### **23/F20 Updated on status of all ongoing actions**

The Chair undertook to carry out site visits to familiarise himself with relevant issues. Members noted the status of ongoing actions as prepared by the Clerk at Annex A.

The following was noted in particular:

- That David Dodds would lead on the community allotment project;
- That the Chair would lead on the Service Pollinator Scheme;
- That David Dodds would lead on the Mill Road Community Garden project with Assistant Clerk Lizzy Keeling;
- That Cllr Budden continued to liaise with EHDC and that progress was being made on establishing the options for the status of the land at Mill Road currently owned by EHDC – draft Heads of Terms would be forthcoming. Cllr Budden also noted that the s106 officer was up-to-date with progress of the project and so there were no concerns in terms of timing and spending of the EHDC s106 funding;
- That the CCTV project should pass to the Newman Collard Playing Field Trust following the recent clarification of respective responsibilities – Cllr Hargreaves would liaise with the Trust on the issue as part of wider discussions on the relationship;
- That dismissal and subsequent closure of the claim against LPC following an incident on the Track Rider demonstrated a sound system of inspection and record keeping by LPC. In response to a query on the safety of the item going forward, the Clerk clarified that the manufacturer had undertaken appropriate remedial action by upgrading the relevant safety surfacing at no cost to LPC.

### **24/F20 Village Hall Building Maintenance**

**Resolved:** That the most pressing works arising from the Village Hall Inspection Report, relating to external joinery including windows and doors, should be pursued subject to the requirements of the Financial Regulations, and that the further investigations highlighted in the Report should be pursued at the same time (proposed by Cllr Hargreaves, seconded by Cllr Linsley and with all in favour).

Cllrs Smith and Williams undertook to provide the lead on a possible Village Hall restoration project.

### **25/F20 Liss Forest Recreation Ground Play Equipment**

**Resolved:** That the proposed first phase of remedial works to the play equipment at Liss Forest Recreation Ground be pursued subject to the requirements of the Financial Regulations (proposed by Cllr Hargreaves, seconded by Cllr Smith and with all in favour).

### **26/F20 Signage at the Pavilion**

Members did not approve the design for a rustic sign which was on the table. Issues discussed included the possibility that planning might be required, the need for a more modern design to provide a better match for the building and the possibility of providing lighting to the sign. Members agreed to revisit the issue.

### **27/F20 Update on shared occupancy of the Groundsman's Hut by Liss Men's Shed**

Cllr Hargreaves referred to the update given to Full Council which noted that the Facilities Committee would now take the lead on day-to-day oversight. This would include taking forward the various agreements required. Members agreed that Cllrs Hargreaves and David Dodds would lead on the issue and liaise with the Trust and LMS to work up the draft agreements. The draft agreements would then come back to the Facilities before being put to Council for agreement.

David Dodds advised that the plan for the site which had been circulated to Members had been prepared in consultation with the LPC Groundsman and met his requirements as well as employee welfare facilities. Brian Mayo added that the planning decision was expected in September and that LMS were compiling the work program for the site following the decision.

Cllr Smith raised the issue of the broader relationship with the Trust and the revision of the Service Level Agreement in particular. Cllr Hargreaves and David Dodds would also pursue in due course before bringing proposals back to committees as appropriate and Council in due course.

The meeting closed at 20.28pm.

**Date of next meeting:** Meetings were scheduled for 28<sup>th</sup> September 2020 and 23<sup>rd</sup> November 2020 but the first meeting would only take place if any decisions were required.

Signed..... Dated.....

DRAFT

## FACILITIES COMMITTEE: ACTIONS &amp; ISSUES ARISING FROM COMMITTEE MEETINGS

ISSUE	STATUS	ACTION REQUIRED
<b>Pavilion</b>		
05/20 Pavilion snagging	All snagging issues have been resolved aside from the inadequate flush of one of the toilets in the ladies.	Tildan have undertaken to rectify.
05/F20 Pavilion accessible path	HCC have yet to schedule works to install 2 courtesy crossings at each end of the Recreation Ground in addition to reinstating the pavement outside the Pavilion. Installation of the path from the new pavement to the Pavilion will follow this.	Continue to press HCC for a date for the crossing installation. Most recent communication was 1/7/20.
05/F20 Pavilion screening	Trees to be planted in autumn to provide screening with residents on St. Mary's Road (4/5 Pittosporum Tenufolium or Portuguese Laurel). A further local neighbouring resident has now reported concerns regarding the security lighting.	Expand tree planting plans? Discuss proposals with tree surgeon.
05/20 Signage	Explore rustic signage to indicate location of Pavilion. Quote and design forthcoming from David Redman (who did the Greatham sign). Need to bear in mind fixings and how this may or may not need to fit with timings of other works onsite.	Quote available: £899
17/F20 Marketing of facility	On hold given current climate. However, enquiries from two new users have come in.	/
<b>Village Hall</b>		
06/F20 VH oven	New oven in place which meets needs of LLC who have contributed the additional cost involved.	Old oven to be sold by LLC who will benefit from the proceeds. Stored to rear of Village hall so needs shifting as soon as possible.
17/F20 Marketing of facility	On hold given current climate.	/
52/FIN/19 Provision of hot water dispenser	Finance Committee as part of budget process agreed to use 2019/2020 grant funding for the new hot water dispenser in the Village Hall.	Revisit in the autumn.
<b>Groundsman's Hut</b>		
03/F20 Status of Gr. Hut and Men's Shed proposals	Following legal advice on the status of the land and property on the land, the issue has been passed to the Trust to respond to the LMS's request.	Continue to liaise with the Trust and LMS to secure relevant agreements and work through practical considerations, particularly bearing in mind the impact on a member of LPC staff.
07/F20	Complete	/

Clearance of Groundsman's Hut		
16/F20 VH toilet project	Underway.	Works to be completed w/c 10/8.
<b>Office</b>		
Office improvements	£1,250 in 20/21 budget. Officers are focusing on clearance of files etc. first to establish what is needed.	Clearance ongoing – likely to take some time.
<b>Newman Collard Recreation Ground</b>		
Play equipment safety inspections	1.Climbing pyramid needs re-tensioning: Completed 19/6/20. 2.Zipwire seat and mechanism needs dismantling and checking for signs of wear on bearings and chain links and greasing: Completed 19/6/20. 3.)Various repairs required in fenced play area and cap replacing on Track Rider.	Works at 3) to be undertaken in two phases: 1 <sup>st</sup> phase completed 26-27/5. Remaining works to be completed 29-30/8 under Kompan warrantee.
09/F20 Stolen toddler swing	Replaced 3/7/20. Insurance claim submitted. Awaiting response.	/
09/F20 Additional bin at NC	New bin installed 2/7/20.	/
09/F20 NC drainage	Approval from Southern Water to access their drains for the proposed improvement works granted 18/7. S106 funds for the works approved on 24/7.	Work commissioned. To take place 3-4/8/20.
09/F20 HCC path in need of repair	Condition of path reported to HCC (PROW388835).	Response provided (unclear) - need to check with HCC.
Track Rider claim	Claim against LPC dismissed. Case formally closed by our insurers on 20/7/20.	/
<b>West Liss Recreation Ground</b>		
Play equipment safety inspections	No remedial works will take place given pending complete refurb of play area, unless required on safety grounds.	/
<b>Liss Forest Recreation Ground</b>		
Play equipment safety inspections	Quote received from Sawcapes for further investigatory work recommended in inspections – proposals are two phase.	Agree funding for 1 <sup>st</sup> phase works.
<b>Riverside Walk</b>		
Play equipment safety inspections	New equipment installed in March – no works required. But benches have been vandalised and subsequently repaired by the Groundsman.	/
RW bollard	Mowed down by stolen car. EDHC are to schedule reinstallation as soon as Covid restrictions allow.	/
RW railway shelter	Remedial works completed to plug the	/

	gap to the rear to prevent litter going down the back of the shelter and ending up at Liss Garage Services.	
<b>Allotments</b>		
Revision of tenancy agreement to create a rolling tenancy to be activated annually upon payment of relevant allotment fee.	Assistant Clerk Lizzy Keeling drafting.	Revisit with LK in the autumn.
Possible use of unoccupied area of Fernhills for community groups		AS to investigate with Scouts, Guides, Crossover and schools. Some interest but a site visit and further discussion required in due course – delayed by current restrictions.
Community allotment to be worked for the benefit of Liss Food bank and wider community	Plots 15,16 & 17 (& possibly 14) Princes Bridge being kept aside for this initiative (insufficient adjoining plots available at Mitchells).	NW to identify who in LMS raised this issue. Delayed by current restrictions.
<b>Trees</b>		
Works required to complete actions arising from 2019 Tree Condition Survey	Details of remaining works required provided to two tree surgeons for quotation. Remaining tree works to be undertaken 29-30 July by Pic-a-lily.	All tree works to be completed before the meeting.
<b>Projects</b>		
WL play equipment project	Decision on funding application to SDNPA (CIL 75%) pending.	Awaiting decision on CIL allocation from SDNPA.
Service Pollinator Scheme	Hampshire Countryside Team advise that the current plan (subject to the funding being approved in July) will be to run the initial pollinator surveys and workshops in September, with action plans being completed by the end of October. Implementation of the plans would take place over the autumn /winter and following spring.	Awaiting contact from HCC lead about proposed workshops in September approx.
Mill Road Community Garden	Funding of £19,001.51 (EHDC s106) approved.	KB liaising with EHDC on status of land.
CCTV	The original CCTV capital project was described as a joint exercise to extend the coverage to include the two dugouts of the NCPF football club and the new LPC playground, and would require a new location for the monitor for these additional cameras. In addition it was decided that improving the standard of the existing CCTV system was also necessary. It was therefore decided to look at a wider and costed proposal for a comprehensive CCTV improvements project for consideration by Council for funding under CIL.	Project yet to be worked up.

DRAFT