



## LISS PARISH COUNCIL

Minutes of the Facilities Committee meeting held on 22<sup>nd</sup> March 2021, 7pm,  
by Zoom videoconferencing

### MEMBERS

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

\*Present, in addition to Cllr J. Bennett and Lizzy Keeling, Assistant Clerk  
Clerk: Sarah Smith

#### **40/F20 Apologies**

There were no apologies.

The Chair noted that co-opted members Mr Dodds and Mr Mayo would not be seeking co-option to the committee at the Annual Meeting of Council in May at which appointments to committees are made. He expressed his gratitude on behalf of the committee to both for their enormous contribution to the work of the committee and Council over the years, both as councillors and then as co-opted members, in particular for their role in delivering the Liss Pavilion.

#### **41/F20 Declarations of Interests**

Cllrs Linsley and Wilson declared non-pecuniary interests as Trustees to the Newman Collard Playing Field Trust (NCPFT).

Cllr Budden noted a non-pecuniary interest in the Mill Road Community Garden project arising from his position as Chairman to EHDC.

#### **42/F20 Minutes of the Facilities Committee of 28<sup>th</sup> September 2021**

**Resolved:** That the minutes of the Facilities Committee meeting of 28<sup>th</sup> September 2021 be accepted as an accurate record of the meeting (proposed by the Chair and seconded by Cllr Linsley with all in favour).

#### **43/F20 Matters arising**

**30/F20 – SLA update:** Cllr Hargreaves noted that the review of the SLA with the NCPFT had been put aside whilst the Licence to formalise LPC use of the Groundsman's Hut was being considered. Now that the Licence had now been concluded a pre-meeting would take place on 25<sup>th</sup> March to consider the LPC position in advance of a meeting to be arranged with the NCPFT.

**33/F20 – West Liss play and leisure project:** The Chair advised that the project bid had been reworked to highlight the urgency of the project and to bring out the strategic context. This was submitted for consideration by the SDNPA for CIL funding by the 31<sup>st</sup> January deadline. The Clerk added that the outcome would not be known before the autumn.

**34/F20 - Pétanque Terrain:** The Chair confirmed that the new Pétanque Terrain had been installed at Liss Forest recreation ground and a path to facilitate access would follow imminently.

**35/F20 – LPC/NCPFT Licence:** The Chair confirmed that the Licence To Occupy and Use Premises had been signed and ratified by LPC and NCPFT to formalise use of the Groundsman's Hut.

The Chair noted that all other matters arising would likely come up under agenda items.

#### **44/F20 Update on status of Village Hall and Pavilion**

The Assistant Clerk provided an update on the status of use of the two facilities in line with the Government roadmap for re-opening. Key points included:

- a) From 12<sup>th</sup> April parent and child groups up to a maximum of 15 people (under 5s not included in that number) and children's indoor activities such as organised sports and dance classes would be able to return;
- b) From 17<sup>th</sup> May adult indoor activities such as organised sports and exercise classes would be able to return;
- c) The majority of regular hirers had expressed an interest to return as soon as possible with the exception of the most vulnerable groups. In addition, there had been a few additional bookings made;
- d) Once there was greater certainty availability would be advertised.

The Chair highlighted the importance of marketing, particularly with the Village Hall, and hoped Cllr Bennett might be able to support that in due course.

Cllr Hargreaves enquired when face to face meetings of Council would be able to resume in the Village Hall and whether this might be possible after 7<sup>th</sup> May when the legislation for virtual meetings would expire.

The Clerk advised that this is kept under review in line with the relevant guidance.

The Assistant Clerk noted a potential issue with not knowing how many members of the public would be in attendance at a meeting.

Cllr Budden clarified that in interpreting the rules, for the purpose of indoor meetings councillors were regarded as members of the public.

The Chair proposed that the issue of face to face meetings be considered further at the Annual Meeting of Council on 5<sup>th</sup> May when there would be more clarity about government requirements.

Cllr Smith added that the NALC guidance at the time should be followed, noting that not all members or staff will have been vaccinated by that date and highlighted the duty of care towards staff. He also questioned whether sitting at a distance and wearing masks would enable an effective meeting to take place.

Cllr Lowe raised the possibility of hybrid meetings.

The Chair concluded that no decisions could be made until there was clarity as regards any potential extension of the legislation which provides for virtual meetings to take place after 7<sup>th</sup> May.

#### **45/F20 Mill Road Community Garden**

The Assistant Clerk introduced the project which had grown from the unsuccessful application for funding under the MHCLG Pocket Parks initiative. The Clerk had subsequently submitted an application for EHDC s106 funds and secured £19,001.54 to pursue the project.

The Assistant Clerk advised that costs for the project had risen as the original quote for the path could not be pursued. This meant a further £8,000 approx. would be required for full delivery without scaling back the plans.

The Chair noted the importance of delivery as a priority in the LPC Action Plan, the buy in of local residents as well as the need to get the work started this summer. The Assistant Clerk added that EHDC expect the funds to be spent by the end of 2021.

Cllr Budden added that the district councillor grant scheme for 21/22 would require at least £1,000 to be spent on an environmental project for which this would qualify. He indicated that he would be happy to allocate this amount to the project upon application.

Members agreed that:

- a) It would be preferable for LPC to take on the insurance cover (for the sum of £412 a year approx.) to allow greater control and flexibility over the site;
- b) An internal working group would pursue the various issues, consisting of the Chair (Cllr Wilson), Cllr Lowe, the Clerk and Assistant Clerk. Cllr Smith also offered to assist with revising the standard draft agreement;
- c) The group would work on the generic licence provided by EHDC to make it appropriate for the situation. This would also seek a firmer commitment regarding long-term security for LPC given the investment required, linking LPC delivery of the Community Open Space Plan to the handing over of the land by EHDC after the initial 2-year licence should this be desired by LPC;
- d) The negotiations on the Licence would also seek a grant or dowry from EHDC reflecting savings

to be made in the 2-year period arising from LPC taking on responsibility for maintenance for the site;

- e) A small group of local residents would also be involved in the planning and delivery, e.g. design options, helping maintain the gardens once completed;
- f) The budget would be firmed up after checking all figures with the proposed contractors;
- g) It would be desirable to seek LPC top-up funding (possibly CIL) to fill the funding gap rather than scaling back the project;
- h) The proposals from the working group would be put to Council for approval on 5<sup>th</sup> May.

Views differed on whether legal advice should be sought prior to entering into the agreement. It was noted that some EHDC legal interpretation would be available to LPC.

Cllr Bennett left the meeting at this point.

#### **46/F20 Allotments**

The Assistant Clerk advised that:

- a) Demand for allotments in general had increased during the past year;
- b) The new rolling tenancy agreement had been successfully introduced;
- c) Some plots had been quickly reallocated after enforcement action was taken to terminate tenancies where tenants were not working their plots;
- d) An area at Princes Bridge the equivalent of 3 plots was held for a potential community allotment plot;
- e) There was a waiting list of 7 at Fernhills where a large area of land previously used by the Woodcraft Folk, and some smaller patches, were available.

Members agreed that the Assistant Clerk should gauge the level of interest and commitment of the potential tenants. Subject to this and to budget cover being identified, a contractor could be asked to clear the vegetation on those areas which were definitely going to be cultivated, with priority being given to clearing the health and safety hazards on two of the smaller patches.

The Assistant Clerk left the meeting at this point.

#### **47/F20 Mosaic restoration**

The Clerk advised that Miriam Baines had approached a number of tilers, of whom just one was prepared to take on the mosaic restoration project, from cleaning, replacing the missing designs and sealing. The individual expressed a personal connection with the mosaic, as friends and family had been involved in making it, and so advised that his quote was based on a non-profit making basis. He had also indicated his willingness to work with volunteers.

The Chair and Cllr Hargreaves noted that this was an LPC priority in the Action Plan.

It was also noted that the works should take place in the summer, as good weather was required, once had been removed to enable volunteers to work together with the tiler. It was also noted that some spare tiles from the original project were held in store.

The Clerk and Chair undertook to pursue the following issues with Miriam and the tiler:

- a) Areas of work where the tiler considered that volunteers could add value without detracting from the professionalism of the job, following concerns expressed by Cllr Linsley regarding volunteer input;
- b) Confirmation of the quote in the light of the above.

Members agreed to:

- a) Seek CIL funding from Council on 5<sup>th</sup> May to pursue the project, allowing a modest contingency in case additional tiles needed to be purchased; and
- b) Seek Council commitment to undertaking a future maintenance programme as guided by the tiler.

#### **48/F20 Village Hall maintenance**

The Clerk noted that, based on the findings of the structural report on the Village Hall, the August Facilities Committee had considered a 2-year work programme to the Village Hall.

In terms of progress, works had been completed to treat the woodborer infestation in the loft voids above the Village Hall and Office and works to the external joinery and decorations were scheduled to commence on 24<sup>th</sup> May, following rigorous assessment of the four quotes received.

It was noted that the Village Hall was not a Listed Building but was in the Conservation Area. The Clerk and Chair confirmed that the works would be undertaken in a sensitive manner as a result, e.g. replacing cast iron guttering with plastic had been rejected and the need for conservation grade tiles was noted.

It was also noted that the proposed housing development in the adjoining Whistle Stop car park may make the works more pressing for practical reasons.

The Clerk advised that the next priority area in the work program was works to the roof.

Members agreed that the committee return to the roof issue at the end of the meeting in an exempt session in order not to compromise the tender process.

#### **49/F20 Pavilion maintenance**

The Clerk advised that the following issues were outstanding:

- a) The boiler was still losing pressure and would be looked at during the annual service by Ampella on 1<sup>st</sup> April;
- b) Damage to the zinc cill had been made safe pending repair in due course but was not considered urgent;
- c) The resetting of the clock for which a tower was required would be pursued once budget provision became available in April 2021 – it was confirmed that turning the power to the clock off and on again did not help;
- d) The remainder of the upgrading of the security lighting would be pursued in the new financial year as part of a two-stage contract.

It was noted that the issue with the boiler had been ongoing and rectified as part of the snagging process but that since the contractor had passed away there was no recourse to the company at present.

The clerk undertook to check whether there was still a manufacturer's warrantee in place.

Mr Dodds identified that the problem could be elsewhere, with the pump, as opposed to the boiler itself.

Cllr Smith backed this point and highlighted the need to identify a local workman who could advise going forward. It was therefore agreed that it would be prudent for Ampella to see if they could establish the cause of the problem during the imminent annual service.

The Chair added that Cllr McDonald had proposed a bin store but given the pressure on the maintenance budget this was not considered a priority at the current time.

#### **50/F20 Liss Forest play equipment**

**Resolved:** That Facilities Committee approve expenditure of £2,458.74 of 21/22 budget provision for play equipment repairs at Liss Forest recreation ground (proposed by the Chair and seconded by Cllr Linsley with all in favour).

#### **51/F20 Grounds maintenance issues**

Members agreed to:

- a) Purchase a new long reach hedge trimmer (to include battery and pruner head attachment) for the sum of £660.16 (exc. VAT) for use by the Groundsman. The RFO had confirmed the availability of funds in the budget for this purpose.
- b) Recommend to Council that funds be approved to purchase an additional bin for siting next to the old railway platform at the Riverside Walk, near the old railway platform, for the sum of £396, to be installed by the Groundsman.

#### **52/F20 Update on status of other ongoing actions not already discussed**

No issues were raised.

**53/F20 Any other business**

No issues were raised.

**54/F20 Exempt session**

Members agreed to consider the next item in exempt session due to the commercially sensitive nature of the business to be discussed (proposed by the Chair and seconded by Cllr Smith with all in favour).

**55/F20 Exempt Item: Works to Village Hall roof**

The meeting closed at 21.00 hrs

**Date of next scheduled meeting:** 14<sup>th</sup> June 2021

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