



LISS PARISH COUNCIL

Minutes of the Facilities Committee meeting held on 23rd September 2019, 7pm

MEMBERS

*K. Budden *D. Dodds R. Hargreaves I. James *D. Jerrard H. Linsley
B. Mayo (Co-opted Member) A. Smith

*Present, in addition to 7 members of the public
Clerk: Sarah Smith

20/F19 Apologies

Apologies were accepted from Cllrs Hargreaves, James, Linsley and Smith.

21/F19 Declarations of Interests

Brian Mayo declared an interest as a member of the Steering Group for the Men's Shed Initiative.

22/F19 Presentation on Men's Shed Initiative

Dorothy Collard and Peter Coley presented the Men's Shed Initiative and requested that LPC consider the possibility of partial use of the Groundsman's Hut at Newman Collard Recreation Ground. The Chairman advised that LPC was receptive to the idea when this was raised at Council. Members agreed to form a small working party to consider the issue further.

23/F19 Adjournment for public participation

An allotment tenant from Lower Green raised the issue of the ban on sheds at the site. Brian Mayo advised that the history relating to the decision was linked to theft at the time. Members agreed that time had moved on and sheds and greenhouses should be allowed, subject to the usual restrictions and permission being obtained from LPC, in line with the other allotment sites. Members agreed to add a restriction relating to colour (to blend in) as well as the existing restriction on size.

A further Lower Green tenant asked whether vacant plots could be advertised more. The Chairman advised that the number of untenanted plots was low, but that some plots which were tenanted were unworked. He noted that LPC writes to tenants of unworked plots to remind them of their obligations under the tenancy agreement with a view to terminating the tenancy if the situation does not improve.

The meeting was re-convened.

24/F19 Minutes of the Facilities Committee of 24th June 2019

Resolved: That the minutes of the Facilities Committee meeting of 24th June 2019 be accepted as an accurate record of the meeting (proposed by Cllr Jerrard and seconded by Cllr Budden with all in favour).

The Chairman noted that all matters arising would likely come up during the course of the meeting.

25/F19 Liss Pavilion

Updates

i) Snagging list: The Clerk advised that there were a couple of minor issues which were to be addressed within the defects liability period (one year following completion).

ii) Wheelchair/pushchair access: A quotation had been provided to install a tarmac path for the sum of £8,497. However, as there was currently no pavement between the Pavilion car park and Station Road, Highways Committee were pursuing possible reinstatement of the pavement in conjunction with the

installation of the courtesy crossing in West Liss. Members agreed that the Chairman should propose this is included in the 20/21 budget.

- iii) Health & Safety: A H&S Audit had been undertaken which identified a few issues for follow up, including the need for a Legionnaire Management Plan.
- iv) CCTV: The Clerk had confirmed that the CCTV system already captured a view of the field.
- v) Caretaking: The Chairman noted that a new caretaker for the Pavilion was now in post and mainly servicing ad hoc weekend bookings.

26/F19 Village Hall

- i) Insurance update: The Chairman advised that the repair work to the external walls and boiler room was now complete with the works fully funded by the insurers. The RVS lunch club had returned from the Pavilion to the Village Hall. A further insurance claim would be submitted to cover incidentals including some loss of revenue.
- ii) General maintenance: The Chairman advised that the repainting of the Village Hall had not been able to take place during the summer period. However, Cllr Smith was investigating options for a restoration project.
- iii) Health & Safety: The H&S Audit of the Village Hall had been completed and no issues identified.
- iv) Hot water dispenser: The RVS lunch club had requested that a hot water dispenser similar to the one provided in the Pavilion be installed in the Village Hall kitchen. The Clerk identified an approximate cost of £1,000 for supply and fitting. Members agreed that the Chairman should propose that this be included in the 19/20 budget.
- v) Drain report: The Chairman advised that following clearance of a blocked drain from the accessible/staff toilet to the rear of the Village Hall, a CCTV survey had found a broken interceptor trap which required repair work to prevent further re-blocking. A quotation had been provided for the sum of £2,474 excluding VAT. Members agreed that the Chairman should propose this be included in the 19/20 budget.
- vi) Electronic booking system: The Chairman advised that the Clerk had established that the Triangle Community Centre only used an electronic booking system for purchase of tickets as opposed to room hire. Triangle and LPC staff felt that a manual booking system was preferable. Members agreed to revisit at a later date.

27/F19 Groundsman's Hut

The Chairman highlighted various issues which the working group would need to consider as regards the practicalities of dual use with the Men's Shed Initiative, should this be formally agreed. This included security of equipment, the need to reinstate a formal divide between the two adjoining garages, the possibility of opening up the bricked over window, insurance, re-charging of direct and indirect costs and relocating a ride-on mower to the Pavilion Grounds Store.

28/F19 Parish Office

The Chairman noted that Council had agreed recommendations for immediate improvements required for the office at the September meeting of Council. This included a new PC and accessories for the RFO and a new chair for the Assistant Clerk. The meeting table chairs would also be replaced by a loan of unused chairs from the Village Hall. It had been agreed that provision for any longer-term improvements to the office, storage in particular, would need to be considered for the 2020/21 budget.

29/F19 Play Inspection Reports

The Chairman outlined the current approach to risk management based on the risk categories outlined by the Play Inspection Company who carry out the quarterly inspection reports for LPC. Members agreed the following approach:

- High/Very High Risk – Equipment immediately decommissioned.
- Moderate Risk – Consider decommissioning. Works undertaken as soon as possible in short timeframe.
- Low Risk – Works carried out by Groundsman as far as possible and external quotation sought for remedial works which are deemed appropriate.
- Very Low Risk – Means no work required.

30/F19 Newman Collard Recreation Ground

- i) Play equipment: The Chairman noted that the most recent play equipment reports did not contain any findings about 'Low risk'.
- ii) Other play equipment issues: Zipwire repair undertaken and harness to DDA seat replaced and secured.
- iii) Track Rider: The Chairman advised that the item had been decommissioned following reports of incidents. A meeting was due to be held with Kompan shortly to consider further.
- ii) Drainage: The Chairman advised that a quote had been received for the linking of a surface water pipe to a Southern Water drain for the sum of £2,500.50. The Clerk would now pursue with Southern Water and look into the possibility of s106 funding.
- iii) SLA Review: The Chairman noted that a date was still being sought for the review of the Service Level Agreement between the Trust and LPC, as requested by the Trust. This would now likely take place in November.
- iv) Dog fouling: The Clerk advised that she had discussed EHDC staff resourcing for issuing fixed penalty notices which was very limited. EHDC were currently consulting on a range of measures in the Public Space Protection Order with the aim of improving the situation as regards dog fouling in general. Members did not feel that providing additional bins on LPC managed sites would help as all sites have adequate bin coverage. It was noted that the issue was also being discussed at meetings of the NCPFT. Members agreed that it would be appropriate to add LPC labels to the dog poo bag dispensers.
- v) CCTV: Members noted that the issue of additional CCTV coverage of the football pitches had yet to be discussed with the NCPFT as a possible joint project. Quotations would then be sought as required.
- vii) LPC land adjoining Old School Road:

Cllr Budden declared an interest at this point as the occupier of 10 Old School Road was known to him.

The Chairman advised that an approach had been made by the occupier of 10 Old School Road about an overgrown area of land between his property and Newman Collard. The ownership was uncertain due the fencing which separated this area from Newman Collard. However, but it had since been established that the land belonged to LPC and that some work to clear and manage the area would be appropriate. Members agreed that work to clear and subsequently manage the area should be undertaken and noted that funds should be sought in the 20/21 budget.

31/F19 West Liss Recreation Ground

Play equipment: The Chairman advised that the two items identified as 'Moderate' risk due to timber rot had been removed by the Groundsman. Given the longer-term aspirations to improve the play provision at West Liss, Members agreed not to undertake minor improvements to the play provision, including non-essential repair work.

32/F19 Liss Forest Recreation Ground

- i) Play equipment: The Chairman noted that the most recent play equipment reports did not contain any findings about 'Low risk'.
- ii) LFRA request to widen gate: Members noted that the wider gate funded by a District Councillor grant had been installed by a qualified fencer in time for the annual Liss Forest Fun Day.

33/F19 Riverside Walk

- i) Play equipment: The Chairman noted that the most recent play equipment reports did not contain any findings about 'Low risk'.
- ii) Vandalism: The top of the picnic table had been broken and immediately repaired by the Groundsman.

34/F19 Tree maintenance

The Groundsman advised that the 2013-2020 current Tree Risk Management Strategy was coming to an end and a new approach based on a Landowner Risk-Benefit Management had been adopted. This required an active assessment of all tree stock every five years by a qualified arborist with interim on-going passive assessment by parish staff, volunteers, tree wardens grounds maintenance staff and the

public with work carried out as required. The initial full Tree Condition Survey carried out in August 2019 identified 26 trees as requiring work within varying timescales. These had been allocated to either the Groundsman or a tree surgeon depending in the work required and would be undertaken within the timescale required. It was anticipated that the remaining budget allocation for 19/20 along with a similar level of allocated funds in the 20/21 budget next year would suffice to cover the works required.

35/F19 Extension to meeting

Resolved: That an extension to the meeting of no more than 30 minutes be approved (proposed by the Chairman, seconded by Cllr Budden and with all in favour).

36/F19 Projects

- i) West Liss Recreation Ground Play Equipment: Members noted that the outcome of the bid for SDNPA CIL funds was awaited and agreed that the project should be re-submitted in next years' round should it be unsuccessful.
- ii) Village Hall Toilet Refurbishment: Members noted that the outcome of the bid for SDNPA CIL funds was awaited and agreed that the project should be re-submitted in next years' round should it be unsuccessful.
- iii) Lych Gate: The Chairman noted that the SDNPA had allocated full funding for the works, including the increased specification as proposed by the SDNPA. A date was awaited for the works to be carried out by a contractor in the Autumn.
- v) Service Pollinator: Following the discussion at Council this project had been remitted to the Facilities Committee. A meeting was due to be set up between Steve Peach, HCC, the Chairman and the lead councillor yet to be identified for the work.
- vi) Restoration of the Village Hall: The Chairman advised that Cllr Smith had made some initial enquiries and Members agreed the project should be added to the list of agreed projects to pursue.
- vii) Riverside Walk Railway Platform: The Chairman advised that Cllr Smith had made contact with the SDNPA about scoping a project and use of s106 funds to restore the former Longmoor Military Railway platform on the Riverside Walk. Members agreed that this should be added to the list of projects to pursue.

37/F19 Consideration of 20/21 budget

The Chairman proposed that the three-year rolling budget arrangement continue and noted that additional capital items had been identified for consideration as follows:

- Hot water dispenser in the Village Hall: £1,000.
- Clearance of LPC land adjacent to Old School Road: Cost unidentified.
- Drainage repair work to Village Hall: £2,474.
- Accessible path for wheelchairs/ pushchairs to access Pavilion: £ 8,497.
- Improved office storage; Cost unidentified.

It was hoped that an application for s106 might be successful for the proposed drainage works in the Memorial Gardens.

38/F19 Any other business

The Chairman noted the overhanging trees on the HCC path running to the left of the Newman Collard car park; the Clerk undertook to report this to HCC.

The Clerk advised that the Scouts had sought agreement to putting up some tents on West Liss for the Jamboree On The Internet event on 18th October. Members noted this took place annually and agreed. The Clerk sought views on the Pavilion Changing Rooms being used as additional space for a party; Members declined.

The meeting closed at 21.14pm.

Date of next meeting: 2nd December 2019 at 7pm

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