

## LISS PARISH COUNCIL

Minutes of the Buildings Committee of 27<sup>th</sup> February 2012, 7.00pm

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

### 01/B12 Apologies

Apologies were received from Cllr Linsley.

### 02/B12 Declarations of interest

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

### 03/B12 Minutes and matters arising from the Buildings Committee meeting on 28<sup>th</sup> November 2011

The minutes were agreed as a true record at the full Council meeting on 19<sup>th</sup> December 2011. Any outstanding matters were carried forward to the February minutes.

### 04/B12 Village Hall

- a) Possible structural damage to roof and external wall in N/W corner of hall – the Chairman reported that LPC were waiting for a Structural Engineer to inspect the damage and advise.
- b) Gents toilet - the Chairman reported that following inspection it became apparent that the entire gents cloakroom was in a poor state and it would not be possible to replace the urinal pipes without damaging the existing urinals. The Committee considered a quote from N Berriman for a complete refurbishment and agreed that a second quote should be obtained. AM to source comparative quote.
- c) Ladies toilet - the Committee considered a quote from N Berriman to replace the handbasin and vanity top and agreed that a second quote should be obtained. AM to source comparative quote.
- d) Contents Insurance - the Chairman advised that it had become apparent that the current level of contents insurance cover may not be adequate for the existing contents and would not cover other users belongings. The Committee agreed that all existing users should be notified that they should obtain their own contents insurance. The Chairman to review the current policy,

### 05/B12 West Liss Pavilion

No items.

### 06/B12 Any other business

The Chairman presented a summary of the responses from the Parish Plan questionnaire which related to building issues. The Committee discussed the four main responses:

- 1) Public toilets - the Committee concluded that they were content that the current provision of toilets was adequate and would not recommend further facilities. AM to follow up with HCC Highways to ensure the toilets at the Triangle Centre are properly signposted.
- 2) Indoor gym and sporting facilities - members agreed that, whilst they were in favour of an indoor gym, it would not be financially practical for a parish council to provide such facilities. The Chairman said that it was hoped the new West Liss Pavilion would attract more sporting activities and Cllr Thomas confirmed that many sports had been considered.
- 3) Indoor basketball/volley ball/squash court - the Chairman advised that the West Liss Pavilion Advisory Committee would investigate whether the new pavilion hall would be large enough to accommodate a half basketball court.
- 4) CCTV - the Chairman reported that funds had been budgeted for CCTV improvements and some improvement work was already underway.

Meeting closed at 7.35pm.

**Date of next Buildings meeting: 14<sup>th</sup> May 2012, 7.00pm**

## LISS PARISH COUNCIL

Minutes of the Buildings Committee of 14<sup>th</sup> May 2012, 7.00pm

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

### **07/B12 Apologies**

None received.

### **08/B12 Declarations of interest**

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

### **09/B12 Minutes and matters arising from the Buildings Committee meeting on 27<sup>th</sup> February 2012**

The minutes were agreed as a true record at the full Council meeting on 19<sup>th</sup> March 2012. Any outstanding matters were carried forward to the May minutes.

### **10/B12 Village Hall**

- a) Possible structural damage to roof and external wall in NW corner of hall – the Committee agreed to monitor the situation, following informal advice that the damage is old and not a cause for concern.
- b) Gents toilet refurbishment and repairs to ladies cloakroom - members agreed a proposal that Blendworth Property Maintenance be awarded both contracts. AM to enquire whether it is possible for LPC to purchase materials in order to re-claim VAT.
- c) External re-decoration of doors, window frames and railings - the Chairman briefed members on an informal offer of volunteer help from Southern Electric employees, subject to a H&S briefing and LPC accepting insurance liability. Cllr Thomas agreed to carry out the H&S briefing. The Chairman to follow up with Southern Electric.
- d) Contents Insurance - the Chairman advised that the annual quotation from Zurich Insurance had been received, however, further quotes would be obtained. Members agreed that LPC must ensure that quotes were like-for-like and suggested making enquiries to NFU and Robinsons.
- e) Damaged railings - it was noted that two damaged areas had been repaired.
- f) Increased charges for commercial users - the Chairman updated members that, following notification from EHDC, a new pricing structure had been agreed at the Finance Committee meeting on 08.05.12 which would apply to any new bookings. AM to revise schedule of charges and publish.
- g) Kitchen ceiling - the Chairman reported that paint was peeling from the ceiling above the urn. LPC to write to WRVS asking them to ensure they correctly use the extractor fans provided. AM to obtain quote from Blendworth Property Maintenance for repair.

### **11/B12 West Liss Pavilion**

It was noted that a music group for adults with learning difficulties was now regularly hiring the pavilion.

### **12/B12 Any other business**

Cllr Thomas agreed to arrange for an electrician to repair the security light at the side of the village hall.

Meeting closed at 7.45pm.

**Date of next Buildings meeting: 3<sup>rd</sup> September 2012, 7.00pm**

## LISS PARISH COUNCIL

Minutes of the Buildings Committee of 3<sup>rd</sup> September 2012, 7.00pm

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

### 13/B12 Apologies

None received.

### 14/B12 Declarations of interest

None.

### 15/B12 Election of Chairman

Cllr Budden, nominated by Cllr Logan and seconded by Cllr Mayo, was elected as the Chairman of the Buildings Committee for the ensuing year.

### 16/B12 Minutes and matters arising from the Buildings Committee meeting on 14<sup>th</sup> May 2012

The minutes were agreed as a true record at the full Council meeting on 18<sup>th</sup> June 2012.

With reference to item 12/B12, Cllr Thomas presented a quotation to install a two way security light beside the village hall. Members agreed that this should be carried out as general maintenance before the winter months. Any outstanding matters were carried forward to the September minutes.

### 17/B12 Village Hall

- a) Gents toilet refurbishment and repairs to ladies cloakroom – the Chairman reported that work was complete and praised the contractor for the quality of his work. Clerk to display sign on ladies thermostatic tap. Members discussed a suggestion that the walls would benefit from re-decoration. Clerk to obtain quotes to be forwarded for discussion by email before the Finance Committee meeting 29.10.12.
- b) General cleanliness of washrooms – Clerk to work with Caretaker to ensure best practices.
- c) External re-decoration of doors, window frames and railings - the Chairman updated members that Southern Electric had agreed that the work could be carried out by it's employees and general health and safety concerns could be easily overcome. Southern Electric to advise LPC of a possible work date.
- d) Contents Insurance - the Chairman advised that he and the Clerk had investigated other insurance companies but it was too late to change this year. The Chairman and Clerk to repeat the exercise in 2013. Cllr Logan suggested taking advice from Petersfield Town Council.
- e) Kitchen ceiling - the Chairman reported that the damaged area had now been repaired. Cllr Logan confirmed that WRVS members were now using the kitchen fans appropriately.
- f) Memorial plaque – following concerns from a resident that the plaque should be professionally cleaned/renovated, members were concerned that cleaning would damage the plaque and considered any expenditure to be inappropriate at present.

### 18/B12 West Liss Pavilion

- a) The Chairman reported that, following several complaints, a professional cleaning company had carried out a deep clean of the building.
- b) Vandalism - the Chairman reported that he had inspected the building following reports of damage and members were concerned that there was evidence of attempted arson. Clerk to follow up with the Police and arrange for repairs. Cllr Payne raised concerns that the height of hedge should be lowered to help eliminate antisocial behaviour. Clerk to follow up with contractor.
- b) New pavilion project – the Chairman updated members on the progress of the project.

### 19/B12 Any other business

Groundsman Hut – members discussed the Groundsman's request to section a small area in the garage to provide an insulated area. Clerk to obtain sketch plans, quotations and circulate to members before the Finance Committee meeting 29.10.12. Clerk to also look into the regulations of installing a fuel store.

Meeting closed at 7.45pm.

**Date of next Buildings meeting: 26<sup>th</sup> November 2012, 7.00pm**

## LISS PARISH COUNCIL

Minutes of the Buildings Committee of 26<sup>th</sup> November 2012, 7.00pm

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

### **20/B12 Apologies**

Cllr Brian Mayo.

### **21/B12 Declarations of interest**

None.

### **22/B12 Minutes and matters arising from the Buildings Committee meeting on 3<sup>rd</sup> September 2012**

The minutes were agreed as a true record at the full Council meeting on 17<sup>th</sup> September 2012.

### **23/B12 Village Hall**

- a) Security light to side of village hall – the Chairman reported that the light had been repaired. Members said the light was still giving some problems. The Chairman thought this could be due to water entering the light fitting and agreed to ask the Clerk to ask the electrician to investigate.
- b) Ladies & gents re-decoration – the Chairman reported that this work had been approved in the 2013 budget and would be completed after 1<sup>st</sup> April 2013.
- c) External re-decoration railings – members thanked Southern Electric employees for completing this work as part of their voluntary work days program. A Mann to ask the Caretaker to touch up the top coat.
- d) Floors – the Chairman reported that the Caretaker was making good use the new floor polisher and no further complaints had been received from hall users.
- e) Kitchen drains – the Chairman reported that the drains had been cleared. A Mann said that it was likely the job would need to be carried out again in approx 5-8 years.
- f) Bookings – the Chairman asked members to be sensitive to hall users when LPC require the hall for village events.

### **24/B12 West Liss Pavilion**

- a) Vandalism – with reference to item 18/B12 b) the Chairman reported that the damage had been repaired and the height of the hedge had been reduced, creating better visibility from the road.

### **25/B12 Groundsman's Hut**

Members considered a proposal to improve the working conditions in the Groundsman's Hut (Att 1) and discussed two options to modify the building. It was agreed to seek quotations for L Mannerings proposal (Option 1), to include the following changes:

- a) Swap the kitchen and toilet areas.
- b) Move the studwall on the enclosed warm/clean area to reduce the size and increase the main storage area.

It was agreed to obtain a cost for the construction of a car port but request this as a separate listed item.

### **26/B12 Any other Business**

None.

Meeting closed at 7.35pm.

**Date of next Buildings meeting: 25<sup>th</sup> February 2013, 7.00pm**