

West Liss Pavilion Project

Development Advisory Committee Meeting – 11th January 2012, 10am

Minutes

Present

LPC: Cllr K Budden, Cllr H Linsley, Cllr G Logan, Cllr B Mayo, Cllr E Thomas
FEBO Designs: Lynne Fornielles
Holloway Squire Partnership: Alan Holloway
Clerk: A Mann

Apologies

Cllr P Payne

Presentation from Alan Holloway, Holloway Squire Partnership Ltd

Alan Holloway briefed the Committee on the three main services offered by Holloway Squire Partnership; Quantity Surveying, Project Management and financial control.

The Committee discussed LPC's requirements in depth and Cllr Thomas summarised the benefits.

AM to identify two further companies offering the same services, to comply with LPC standing orders.

Revised Plans

FEBO Designs presented revised plans which had been updated to incorporate the amendments discussed by the Development Advisory Committee and FEBO Designs on 16.12.11.

One further change was recommended: to move the door from the entrance hall to the changing room corridor further along, ie past the disabled toilet door.

Project update & discussion

The Committee discussed the revised plans and the financial implications of a larger building.

The Committee agreed the following recommendation to put to full Council 16.01.12
“1. To present amended plans for approval that the design should be frozen and only changed for financial purposes.

2. To instruct Alan Holloway Squire Partnership to estimate the build cost by means of a preliminary costing.”

The Committee received a proposal from Longmeadows for siting a portacabin on West Liss Recreation Ground for duration of the build to accommodate existing users.

To discuss & agree proposal to instruct FEBO Designs to commence with Stage 2: “to prepare working drawings for application for Building Regulation Approval” -

Lynne Fornielles agreed to submit a revised fee quotation by Friday 13th January which will be recommended to full Council for approval 16.01.12.

Fundraising update

Cllr Thomas updated the Committee that the project had recently secured £62k of Developers Contributions and £3k of Community Initiative Funding.

Cllr Thomas also updated the Committee that a schedule of fundraising events for 2012 was being worked on, as follows:

Battle of the bands – March

Car boot sale on West Liss Rec – April 29th

Jubilee event – June

Liss band outdoor concert – July

Jazz night – September/October

Comedy night - September/October

Petersfield Post photo shoot for buy-a-brick campaign – Saturday 14th January, 10am, Coomers Oakhanger.

Next Meeting – Monday 23rd January, 10am.

West Liss Pavilion Project

Development Advisory Committee Meeting – 23rd January 2012, 10am

Minutes

Present

Cllr K Budden, Cllr G Logan, Cllr B Mayo (2nd part of meeting), Cllr P Payne, Cllr E Thomas, Clerk: A Mann

Project Update

Scouts Financial Contribution - KB briefed members on a meeting with the Scouts due to take place the same day. It was agreed that a discussion was necessary to understand the options before a firm proposal could be recommended.

Meeting with J Starling - KB briefed members on a discussion with J Starling suggesting alternative cheaper construction methods. ET briefed members on discussions with XXXX and XXXX. It was agreed that a meeting should be arranged with XXXX to gather information on buildings to be designed, priced and built using LPC's preferred appointed architect. ET/AM to arrange meeting.

Quantity Surveyor/Project Manager/CDM Coordinator

It was agreed that a Quantity Surveyor should be instructed asap to complete a feasibility costing of the updated plans (revision 2). AM to circulate comparative quotes to members asap.

Demolition

Members viewed the tender document produced by XXXX and it was agreed that LPC should request more detailed information. AM to follow up.

Members also discussed the proposal to site one or two Portakabins on the field to be used as temporary accommodation by the Scouts, Brownies & Surestart Nursery (but not football clubs) for the duration of the construction period. It was agreed that this proposal made sense but a decision could not be made at that stage.

Project Funding

Fundraising Events

Battle of the bands – suggested date 24th March. Cllr Budden to respond to Clerk confirming Councillor presence.

Car boot sale on West Liss Rec – confirmed date April 29th. AM to follow up.

Jubilee event – it was agreed that the planned event at Newman Collard on 2nd June was a celebration and not a fundraising event. KB/ET to enquire whether LPC could hold a stall on the day.

Liss band outdoor concert – suggested dates 16th or 23rd June. ET to follow up with Liss Band & Scouts.

Jazz night – suggested date 15th September. ET to follow up with Flying Bow Band.

Comedy night - suggested date 10th November. KB to follow up.

BM suggested a concert/supper night with Bridgette Hughes.

Funding Applications

Inspired Facilities - ET/AM to register project in one of two forthcoming rounds: 1 Feb-2 Apr or 23 Jul-17 Sep.

Telegraph Subscribers Community Project Fund - ET to complete application.

BIFFA - it was agreed that an expression of interest should be completed asap. ET/AM to confirm funding criteria and ask for Cllr Judy Onslow's help.

Next Steps

To obtain QS feasibility costing.

To arrange meeting with XXXX.

AOB

Surestart - AM to follow up with Surestart their confirmation of support for the project.

Football Nets - PP confirmed that the football clubs would be looking for internal storage space for nets.

Car Park - GL to speak to Chris Fairhead, EHDC.

Petersfield Post - AM to ask photographer for photograph of the buy-a-brick photo at Coomers.

Website - AM asked Councillors to view the LPC website and recommend changes/updates to the West Liss Pavilion pages.

Next Meeting – Monday 30th January, 10am.

West Liss Pavilion Project

Development Advisory Committee Meeting – 30th January 2012, 10am

Minutes

Present

Cllr K Budden, Cllr H Linsley, Cllr G Logan (2nd part of meeting), Cllr B Mayo, Cllr P Payne, Cllr E Thomas, Clerk: A Mann

Project Update

Scouts Financial Contribution - KB briefed members on a meeting with the Scouts 23.01.12 when LPC advised the Scouts to seek legal advice on the existing lease. Following the meeting, LPC had obtained a quote for the cost of demolishing the Scout hut. He said that a follow-up meeting was scheduled for 07.02.12.

Quantity Surveyor/Project Manager/CDM Coordinator

The Committee considered quotes from XXXX, XXXX and XXXX. It was noted that the quotes could not be compared like-for-like due to individual interpretation on the level of project management required. Also XXXX quotation was not based on the revised updated plans. The Committee agreed that XXXX quote should be dismissed due to price and XXXX should be appointed to carry out the feasibility costing only.

Demolition

Members viewed the updated tender document produced by XXXX and agreed that the XXXX invoice should be passed for payment.

Presentation from XXXX

Members received a presentation from XXX on the benefits and disadvantages of using a modular building approach to the construction of the new West Liss pavilion.

Key advantages appeared to be speed of construction, reduction in construction costs and in fitting out costs (assuming use of standard components to achieve economies of scale) and that they would provide all professional services as part of their solution with the exception of architectural services.

Disadvantages were that there would need to be a few compromises on building design and that all decisions re location of services etc would need to be made prior to construction commencing – the modular approach does not lend itself to ad-hoc alterations once building is in progress.

Members agreed that XXXX should be asked to provide an indicative costing for feasibility purposes and Cllr Thomas agreed to send them our statement of requirements and accompanying drawings.

Project Funding

Fundraising Events

Battle of the bands – 24th March. Cllr Budden to draw up list of confirmed volunteers. AM to ask Crossover and Scouts for support. DB to liaise with Bohunt and Dave Scarlett.

Car boot sale on West Liss Rec – confirmed date April 29th. AM to follow up. £8 sellers fee - AM to confirm that this is a fair price.

Jubilee event – it was agreed that the planned event at Newman Collard on 2nd June was a celebration and not a fundraising event. KB to enquire whether LPC could hold a stall on the day.

Liss band on the green – confirmed date 17th June. ET to confirm date with Liss Band and Scouts. The Committee agreed that fundraising would be through bucket collections and refreshment sales.

Flying Bow Band – confirmed date 15th September. The Committee agreed an entrance fee of £8 per person. AM to obtain Temporary Events Notice.

Comedy night - suggested date 10th November. KB to follow up. No update.

The Committee agreed that Bridget Hughes should be approached later in the year to discuss an event for 2013.

Funding Applications

Telegraph Subscribers Community Project Fund - ET said that this was a competition and ET had entered.

Inspired Facilities - ET explained that round 2 was due to open 1st February, however, ET/AM need to check the criteria and agree which round should be entered.

BIFFA - ET/AM to complete expression of interest.

Next Steps

ET to complete basic building specification.

AM/ET to write to XXXX to instruct Feasibility Costing.

ET to update FEBO Designs.

ET to arrange meeting with timber frame company.

AM to invite Justin Kelly, Crossover, to next meeting 13.02.11.

AOB

Next Meeting – Monday 13th February, 6.30pm.

West Liss Pavilion Project

Development Advisory Committee Meeting – 3rd February 2012, 10am

Minutes

Present

Cllr K Budden, Cllr H Linsley, Cllr G Logan, Cllr B Mayo, Cllr E Thomas

Apologies

Apologies were received from Cllr P Payne.

Project Update

The Chairman informed the meeting that a representative of Crossover would be attending the committee's next meeting.

Presentation from ~~XXXX~~

Members received a presentation from XXX on the benefits and disadvantages of using a timber framed building approach to the construction of the new West Liss pavilion.

A timber framed building appeared to offer only minor advantages over a traditional build, and while all members commented on how aesthetically pleasing the examples provided by XXXX were, the anticipated cost savings were hard to identify.

Members agreed that XXXX should be asked to provide an indicative costing for feasibility purposes and Cllr Thomas agreed to send them our statement of requirements and accompanying drawings.

Discussion of requests for further quotations

Members entered into discussion concerning the desirability of 'spreading the net wider' in terms of feasibility quotations at this stage, in particular from the Green Oak building company identified by Febo Designs. Members agreed not to pursue this option at this stage.

Project Funding

Fundraising Events

Liss band on the green – ET had received a letter from Liss Band seeking clarification on a number of points. Members discussed the points raised and ET agreed to liaise again with Liss Band. KB agreed to discuss with St Marys the possibility of borrowing some plastic stacking chairs for the event.

Next Steps

Members agreed that there would need to be a special meeting of the committee at 9am on Monday 20th February to discuss the responses to the feasibility costings with a view to putting a paper before full council on the evening of Monday 20th February.

KB to draft suitable motion for inclusion on LPC agenda for Monday 20th February.

AOB

Next Meeting – Monday 13th February, 6.30pm.

West Liss Pavilion Project

Development Advisory Committee Meeting – 13th February 2012, 6.30pm

Minutes

Present

Cllr K Budden, Cllr H Linsley, Cllr G Logan, Cllr B Mayo, Cllr P Payne, Cllr E Thomas

Apologies

None.

Justin Kelly, Crossover

Justin Kelly explained to members the ages of Crossover users, the opening times and the types of activities undertaken by the youth. Members discussed the Crossover's building requirements and agreed that there were many benefits to keeping the Crossover separate from other user groups and in the centre of the village. Justin Kelly confirmed that he saw no benefit in joining the project.

Justin Kelly left the meeting.

Members agreed and confirmed that LPC were not in a position to help the Crossover at the current time.

Project Funding

It was noted that several collection tins were nearly full. ET/AM to review timings and format for emptying tins.

Liss Model Railway Open Evening 17.02.12 - ET/KB agreed to attend.

Battle of the Bands 24.03.12 - members discussed arrangements for the event and completed an event checklist (attachment 1).

Next Steps & Timings

Cllr Budden clarified that three quotes were expected by 17.02.12; modular style building supplier, timber frame construction company and feasibility costing for traditional build. It was hoped that the three quotes would be discussed at the next meeting 20.02.12.

AOB

Car park - Cllr Logan updated members that EHDC had expressed concerns that the car park was an EHDC asset who were not able to agree to a long term agreement. Ongoing.

Next Meeting – Monday 20th February, 9.00am.

West Liss Pavilion Project

Development Advisory Committee Meeting – 20th February 2012, 9.00am

Minutes

Present

Cllr K Budden, Cllr G Logan, Cllr B Mayo, Cllr P Payne, Cllr E Thomas

Apologies

Cllr H Linsley.

Cllr Budden thanked Tim Pay for organising the Liss Model Railway fundraising event on 17th February.

Project Update

Cllr Budden clarified that the group were now looking at alternative building methods as the cost of a conventional build appeared to be unachievable.

Members considered the quote from XXXX and the feasibility costing from Holloway Squire. Unfortunately the quote from XXXX was not available to be considered. Cllr Thomas highlighted several differences which substantially affected the total figures.

Members agreed that it was not possible to reach any conclusions until the quotation from XXXX has been reviewed. Cllr Thomas telephoned XXXX who confirmed that the quotation would arrive later in the day. Members agreed that it was essential to understand what variances to the original plans were included in the quotation.

Cllr Budden said that it was possible to put a motion to Council to suspend any standing order should the need arise.

Next Steps & Timings

To obtain a quotation from a local builder to construct by conventional building methods - Cllr Thomas to request, to be returned by 28.02.12.

Members to review quotation from XXXX - by next meeting 29.02.12.

Cllr Thomas to contact XXXX to clarify several queries.

Next Meeting – Wednesday 29th February, 10.00am.

West Liss Pavilion Project

Development Advisory Committee Meeting – 15th March 2012, 10.00am

Minutes

Present

Cllr K Budden, Cllr G Logan, Cllr B Mayo, Cllr P Payne, Cllr E Thomas
John Starling
FEBO Designs: Lynne Fornieles

Apologies

Cllr H Linsley.

Project and Funding Update

Cllr Budden updated members on the following positive funding issues:

- At a recent Leader funding event, a representative had indicated that the project would be eligible for funding of up to £50k, however, Cllr Budden was advised to request funding for individual sections of the build ie kitchen and small hall.
- The SDNP were likely to fund public toilets.
- Damian Hinds MP continued to support the project and had offered to write a letter of support for funding applications.
- Sandy Hopkins, EHDC CEO, had offered to help by supporting and moving forward any local government funding issues.

Funding Applications - Cllr Thomas said that there was nothing further to report from the previous meeting. Cllr Thomas also said that the majority of funding applications could not be progressed until planning permission was secured.

Fundraising - members discussed the following fundraising events:

Battle of the Bands - due to a low number of bands entering, members agreed that the event should be cancelled. AM to delete from scheduled events and display new poster. Members agreed that there was a strong desire not to cancel any future event.

Car Boot Sale - AM to draw up list of planning jobs and circulate to all.

Comedy Night - Cllr Budden updated members on conversations with Barking Mad Comedy.

Members agreed that a weekday night was preferable. Cllr Mayo to look at current lighting & PA system in village hall. Cllr Budden to continue to liaise with Barking Mad Comedy.

LPC AGM - members agreed that it was appropriate for the project to be publicised at the meeting including: display, collection tins and buy-a-brick campaign.

SDNP Sustainable Communities Fund - Cllr Budden to attend meeting 23.03.12.

HCC Hog the Limelight - Cllr Budden and Cllr Thomas to attend meeting 21.04.12.

Buy-a-brick campaign - members suggested that buyers names could be displayed either on a plaque or book. Cllr Logan to include article in Village Voice.

Collection tins - Cllr Thomas advised that, following request, some tins would be emptied shortly.

FEBO Designs

Cllr Budden explained that quotes had been received to build by three different construction methods, however, Councillors had concluded that all quotes were unachievable due to the size of the proposed building. Lynne Fornieles confirmed that each square meter would increase the construction cost.

Cllr Budden requested that Lynne Fornieles revert to Revision 1 drawings, incorporating several amendments which were included in Revision 2 drawings. (See attachment “items for consideration in third revision”).

Lynne Fornieles confirmed that full structural detail was not required for planning approval but is required for detailed building regulations. Lynne Fornieles agreed to obtain three separate structural engineer quotes.

Lynne Fornieles agreed to provide a revised fee for Stage 2, based on revised building size.

Car Park

Cllr Logan updated members on an email received from EHDC, explaining the current EHDC position and identifying practical obstacles to overcome. It was agreed that a site visit was necessary. AM to arrange a meeting, to include: Cllr Logan, Cllr Budden, Lynne Fornieles, Michelle Green (EHDC), Chris Fairhead (EHDC) and Alisdair Tweedle (EHDC).

Proposal to Install Climbing Wall

Cllr Payne explained to members his proposal to install a climbing wall on one internal wall. Cllr Mayo said that a climbing wall had not been identified as a requirement by any user and members raised concerns over the management of a wall in a building open to a variety of users. It was agreed that this was not a matter for planning approval and Lynne Fornieles agreed to investigate whether a wall was structurally capable of supporting the climbing wall.

Next Steps & Timings

Lynne Fornieles agreed to produce Revision 3 drawings as soon as possible and hoped they would be available for the next meeting.

Lynne Fornieles to investigate wrigly tin roof cost from manufacturer/installer.

Lynne Fornieles to investigate cost saving of single skin thermal block external walls having external thermal insulation and render.

Date of Next Meeting

6.30pm Wednesday 28th March

Cllr Payne gave his apologies for this meeting.

West Liss Pavilion Project

Notes from Advisory Group Meeting – 28th March 2011, 6.30pm

Present: LPC: Cllr G Baker, Cllr K Budden, Cll H Linsley, Cllr H Logan,
 Cllr I McInnes, Cllr P Payne.
 LAFC: S Barnes, B Goode, N Barnes
 West Liss FC: M Norris
 Brownies: J Woodhouse
 Scouts: I Neasom
 LCA: C Poulton, S Tannard
 Clerk: A Mann

1. Welcome and Introductions

Cllr Baker welcomed new members to the group.

2. To collect data from users requirements questionnaires

See attachment 1 for responses.

3. To view plans, answer any questions and agree whether current plans meet requirements

Cllr Payne gave a brief history of the project and members discussed the proposed plans. In addition to the feedback collected in attachment 1, the following items were discussed:

Flooring – it was agreed that a hard floor was suitable, but not concrete. It was suggested that a carpeted area would be well used.

Walls – it was agreed that a brick block wall was adequate. It was suggested that each group could have their own lockable display board fixed to an internal wall.

Heating – it was agreed that the project should consider green energy and be environmentally friendly. LPC to investigate whether all mains supplies are present or nearby.

Car parking – the overwhelming opinion was that current car parking provision was inadequate. It was agreed that car parking should be considered as part of the project. It was suggested that any car parking spaces should be private, for pavilion and recreation ground users only, to stop others parking at busy times. It was also suggested that a dropping off area would be useful.

Old toilet block – Cllr Payne confirmed that the plans were drawn up on the basis that the toilet block would remain, however, it was evident that LPC may have to consider demolishing it to create extra parking spaces.

Timings – it was estimated that building could take up to 6 months. LPC to consider temporary accommodation during building works, as part of the entire project.

Liss Community Association – it was evident that the requirements of West Liss Pavilion & Scouts Hut users were different from the facilities offered by the Triangle Centre. It was noted that a new building could be available for other users during busy Triangle Centre times, ie weekday after school time.

4. To agree any actions and next steps

Everyone present agreed that the need for a new building was critical.

LPC to consider community Queen's Diamond Jubilee fundraising event in June 2012

LPC to draw up full proposal to be approved by full Council, which is essential to start funding enquiries.

5. To agree next meeting date & time

Monday 23rd May, 6.30pm in the Council Room.

West Liss Pavilion Project

Development Advisory Committee Meeting – 18th May 2012, 2pm

Minutes

Present

LPC: Cllr K Budden, Cllr H Linsley, Cllr G Logan, Cllr B Mayo, Cllr P Payne, Cllr E Thomas.
John Starling

Apologies

None received.

Car Park Design

Councillors reviewed and discussed the Revision 4 design supplied by FEBO Designs. Cllr Payne expressed disappointment that the design no longer linked the two car parks and presented his recommendation for a revised design. Members discussed the benefits of linking the car parks versus the loss of one disabled space and agreed Cllr Paynes recommendation.

Members agreed that the car park should remain a rural style car park, however, agreed that parking bays should be marked in some way. Several surfacing solutions were suggested; including tarmacadam, coloured tarmacadam and a mix of gravel and resign. It was agreed that the design and access statement should state “a porous surface” and the different options should be investigated.

Councillors raised concerns regarding cost and practicality of moving a wooden post and connecting cables.

Councillors considered 38 bicycle racks to be too many.

Design & Access Statement

Members made several changes to the draft statement, which included comments previously submitted by Cllr Halstead.

Next Step

Cllr Budden and A Mann to forward all amendments to FEBO Designs.

Cllr Budden to liaise with EHDC Planning Officer.

Cllr Linsley to call emergency Council meeting. Suggested date: Friday 8th June, 7.30pm.

Cllr Thomas to prepare documents for the meeting 08.06.12.

Date of Next Meeting

To be agreed.

West Liss Pavilion Project

Development Advisory Committee Meeting – 9th July 2012, 2pm

Minutes

Present

LPC: Cllr K Budden, Cllr H Linsley, Cllr G Logan, Cllr P Payne, Cllr E Thomas.

Apologies

Cllr B Mayo

Project Update

Cllr Budden updated members on the current stage of the project:

A planning application had been submitted and was waiting for validation.

An open morning had been held on 07.07.12 and residents overlooking the site were invited to attend. Councillors concluded that the general feedback was positive, however, one issue had come to light which required further consultation – Cllr Budden and Cllr Thomas to follow up. Cllr Budden and Cllr Thomas would also respond to questions from a resident in St Mary's Road which had been received by email.

Fundraising Proposal

Cllr Thomas presented his work on funding applications and Councillors agreed a priority list for applications.

Cllr Budden also updated members on several items relating to fundraising ideas.

Future Fundraising Events

Flying Bow Band 15.09.12 – Cllr Thomas agreed to lead this event and confirm with the band their fee and requirements for the event.

Comedy Night 10.11.12 – Cllr Budden agreed to lead this event with the help of Dave Scarlett who had offered to help with lighting.

Further Fundraising Ideas

Councillors submitted their ideas for further fundraising. Cllr Thomas and A Mann to prepare suggested calendar of fundraising events.

Next Steps & Timings

FEBO Designs Stage 2 – Cllr Budden to confirm current status.

Registration with ENTRUST – Cllr Thomas to make further enquiries.

Cllr Budden and Cllr Thomas to follow up questions raised at the open morning on 07.07.12.

AOB

Model of design – Councillors concluded that a professional model would be costly and an inappropriate use of funds raised.

Artist's impression of elevation – it was agreed that many had difficulty in understanding architectural drawings. Cllr Thomas to clarify whether FEBO Designs can carry out this work.

Plastic chairs – Cllr Logan to confirm with the Triangle whether the chairs are still available.

Scouts – A Mann to confirm with the Scouts their understanding of the current position.

Directory of Social Change Big Lottery Refund Campaign – Councillors agreed to register support.

Cllr Budden to raise motion to full Council.

Councillors agreed they were happy for Cllr Budden, Cllr Thomas and A Mann to continue to work together to complete the funding applications.

Date of Next Meeting

5 September 2012, 9am.

West Liss Pavilion Project

Development Advisory Committee Meeting – 23rd October 2012, 7.45pm

Minutes

Present

LPC: Cllr K Budden, Cllr H Linsley, Cllr G Logan, Cllr Mayo Cllr P Payne, Cllr E Thomas.

Other: J Starling

Clerk: A Mann

Project Update

Cllr Budden informed members that the planning application was currently on hold and further work was in progress to overcome two main concerns which had been raised:

1. Sunlight Survey – complete.

2. Drainage – a meeting with EHDC Drainage Officer, Planning Officer and Car Parks Officer was scheduled for 01.11.12.

The roof height had been kept at the original height without changing the pitch of the roof.

Cllr Budden briefed members on a conversation with the Hants CC LOCOGS representative on the possibility of using educational establishments for labour skills. Members agreed that it was worth pursuing to establish whether this option was viable.

Members agreed that Cllr Logan should ask District Cllr J Gray for a letter of support to be sent with the re-submission.

Fundraising Update

Fieldfare Funding

Members agreed that LPC should acknowledge the letter from Simon Eden but there was no benefit in pursuing the matter further.

Football Foundation

Members discussed the recent rejection from the Football Foundation and agreed that it would be helpful to arrange a conference call to discuss the areas which did not meet the criteria, KB/ET/AM to participate.

It was noted that the precept and developers contributions are not council funds.

Sport England

Cllr Thomas briefed members that there were potentially two further funding rounds, one in 2013 and one in 2014. The closing date for each round was not yet published.

Cllr Thomas informed members that he would be attending a fundraising seminar on 24.10.12 which may identify further funding opportunities. AM to also attend.

Car Park Drainage

Cllr Budden informed members that a meeting with EHDC Drainage Officer and Planning Officer had been arranged for 01.11.12. The purpose of the meeting was to jointly agree an engineering solution, Cllr Budden/Cllr Mann/J Starling/FEBO Designs to attend.

J Starling suggested that the first step should be to dig trial pits, however, all agreed that no action should be taken before the meeting.

Roof Material

Members discussed the three tiles provided by FEBO Designs and agreed that Garsdale was the preferred choice. Cllr Thomas to enquire whether this tile is available in a matt finish.

Photovoltaics

Members reviewed the document from Re-energise and agreed to instruct FEBO Designs to use the figures received from Re-energise in the planning application.

Next Critical Steps

Members reviewed the timeline dated 16.01.12 & updated timeline 17.10.12. Members acknowledged that the project was not as far forward as originally anticipated, however, were pleased that the project continued momentum.

Several amendments were suggested and J Starling agreed to help A Mann modify the document to make it more accurate and efficient.

Structural Engineers

Members reviewed three quotations and acknowledged the importance of appointing a Structural Engineer as soon as possible. Members considered that Andrews Newby Partnership had understood the complexity of the design and agreed to recommend their appointment.

CDM & Quantity Surveyor

Cllr Thomas reminded members of the necessity to appoint a CDM representative as soon as possible and distributed information papers.

Cllr Thomas updated members on a conversation with T Everington and reviewed a fee proposal. Members agreed that a meeting with T Everington was required and to request a reference from Lewes City Council.

Brainstorming Events for 2013

A Mann to draft calendar for Jan-Apr 2013 to include suggestions from filenote 09.07.12 and a literary tea/music ensemble.

A sponsored walk was also suggested in the Spring to incorporate the launch of the RSW leaflet.

Comedy Night

The following roles were agreed:

Introduction – Cllr Budden

Buy-a-brick stall – Cllr Thomas

Bar – D Bowery, Cllr Mann & Cllr Payne

Tables & changing area – Cllr Logan, A Mann

Date of Next Meeting

tbc.

West Liss Pavilion Project

Development Advisory Group – Minutes of Meeting 6th December 2012, 9.00am

Present

LPC: Cllr K Budden, Cllr H Linsley, Cllr P Payne, Cllr E Thomas.

Other: J Starling

Clerk: A Mann

To consider the appointment of Project Manager & CDM Co-ordinator

Cllr Thomas circulated notes relating to communication following the meeting with XXX 29.11.12 and a summary of conversations with Osborne Construction.

J Starling briefed members that Agincourt had stated that design & build projects were a small part of their business.

Following discussion, members concluded they were unable to recommend the appointment of XXXX based on their inability to provide references.

To consider geotechnical quotations obtained by Andrews Newby Partnerships

Members reviewed the two quotations obtained from Andrews Newby Partnerships and agreed to recommend the appointment of geotechnical investigations in the value of £1881.85 plus Andrews Newby fee of £450.00, subject to the following satisfactory conversations:

J Starling to confirm details of Andrews Newby Preliminary Stage.

Cllr Budden to seek financial approval from Cllr Logan, who was not present at meeting.

Following satisfactory communications above, Cllr Budden/A Mann to instruct Andrews Newby.

Any Other Business

Car Park – Cllr Budden updated members that EHDC had confirmed that a section of the car park adjacent to the central hedge was not registered. Cllr Thomas to inform FEBO Designs that LPC had been unable to ascertain ownership. Members agreed that the planning application should be submitted stating that the landowner was unknown.

Drainage – members agreed that the planning application should not be delayed any further and the application should be submitted with a caveat that results from the instructed permeability tests would follow. Cllr Thomas to communicate decision to FEBO Designs.