

# West Liss Pavilion Project

Development Advisory Group – Minutes of Meeting 10<sup>th</sup> January 2013, 9.30am

## Present

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

Other: J Starling, L Fornieles (FEBO Designs), R Weavis

Clerk: A Mann

## Project Manager/CDM Appointment

Cllr Budden introduced XXXX to members of the advisory group. XXXX provided a copy of his qualifications and briefed them on his involvement with similar sized projects. L Fornieles confirmed that she had successfully worked with XXXX on several projects.

Following a question & answer session, L Fornieles confirmed that she was happy for XXXX to take over the responsibility of contract administration, including preparation of the specification. L Fornieles also confirmed that she would adjust her fee for Stage 3 accordingly.

XXXX provided brief details of his fees and agreed to provide a written quotation. L Fornieles agreed to obtain quotations from two CDM Co-ordinators.

## Update on Planning Application

L Fornieles updated members that the planning application had not yet been validated but SDNP Planning Dept had advised that the pavilion application was next to be validated. L Fornieles advised members that SDNP Planning Officers had indicated that two further conditions were likely:

1. Small amendment to drawing; the revision of red/blue site lines. L Fornieles said that this was a minor amendment and easily rectified.
2. A landscape assessment was required. L Fornieles agreed to compile an assessment asap. Cllr Logan agreed to liaise with SDNP Planning Officers accordingly.

## Timings

Cllr Budden informed members that the Community Forum had deferred their decision to re-allocate £40k set aside for the skatebowl to their July meeting. All attendees discussed project timings and agreed it was unlikely that costings would be available within six months. Members agreed that it may be necessary to re-apply in October.

## Geotechnical Investigations

Cllr Budden updated members on the geotechnical investigations carried out 21.12.12 and read a section of a letter from Andrews Newby:

“A geotechnical investigation has been carried out to confirm the actual ground conditions and establish the most economical foundations for the site. The outcome of which is yet to be established and hence, the foundation scheme cannot yet be confirmed.

We would presently anticipate the building's substructure to be mass concrete pad and trench foundations and expect the ground floor to be a concrete ground bearing slab.”

A Mann said that the full report was expected within two weeks.

R Weavis left the meeting.

## Structural Engineer Appointment

L Fornieles confirmed that the appointment of a structural engineer was now critical.

L Fornieles left the meeting.

Members agreed to recommend to full Council 21.01.13 the appointment of Andrews Newby Partnership for structural engineering services.

#### Community Forum Meeting 08.01.13

Cllr Budden said that he was disappointed that the Community Forum had overturned LPC's decision to re-allocate Developers Contributions set aside for a skatebowl to the pavilion project. Cllr Budden said that Cllr Payne had made a statement which contained several inaccuracies. Cllr Budden asked Cllr Payne to consider his position on the WLPDAG.

Cllr Mayo felt that any discussion should be based on the contents of the Community Forum minutes.

Cllr Linsley confirmed that Cll Payne's statement had included a number of inaccuracies.

Cllr Payne apologised for any inaccuracies and said that any inaccuracies were unintentional. Cllr Payne said that Cllr Budden had corrected financial errors at the Community Forum, however, Cllr Budden's information was also incorrect.

Cllr Payne said that he was insulted by the request to leave the WLPDAG, had always supported the pavilion project and continued to do so.

Cllr Budden said that it was disappointing that District Councillors had also not supported the re-allocation and had also made several inaccurate statements.

Cllr Mayo accused Cllr Linsley, Cllr Budden & Cllr Thomas of colluding to kill the skatebowl project. Cllr Linsley denied the accusation.

Cllr Budden suspended the meeting.

The meeting resumed and members agreed to move on.

#### Scouts User License

Cllr Budden informed members that Cllr Cains had compiled a report which would be used to form the Scouts user license. The report would be presented to full Council 21.01.13, then proposed to the Scouts to enable them to seek legal advice.

Cllr Budden confirmed several legalities and A Mann said that any agreement would require professional legal services.

Following discussion, members agreed that the amount of rent to be offset should be calculated as follows: donation *less* cost of demolition *plus* compensation due to Scouts.

#### 2013 Calendar of Fundraising Events

Members agreed to plan/book the following events:

Magic Workshop – February half term, suggested date 20.02.13 – KB to make further enquiries.

“Instant Wit” - 16.03.13 – A Mann to book.

Model Railway Open Evening – 05.04.13 - T Pay to organise 05.04.13.

Summer Raffle – A Mann and Cllr Thomas to source prizes. Draw to take place on Liss Village Day 08.06.13. Sell tickets up to six weeks beforehand.

Duck Race – 14.09.13 – P Payne to organise.

Other ideas to be investigated:

Craft fair

Local quiz

Music event at West Liss

Liss Band on the Green

A Mann to investigate the criteria for Liss Village Hall becoming a licensed premises.

#### Next Meeting

To be confirmed.

# West Liss Pavilion Project

Development Advisory Group – Minutes of Meeting 11<sup>th</sup> February 2013, 3.00pm

## Present

LPC: Cllr K Budden, Cllr Logan, Cllr Mayo, Cllr E Thomas.

Clerk: A Mann

Apologies: Cllr Linsley, Cllr Payne, J Starling

## Meeting with Structural Engineer & Architect

Cllr Budden updated members on a design team meeting with Andrews Newby Ltd and FEBO Designs which had taken place 06.02.13:

1. The Environmental Officer had raised concerns of possible contamination in the ground. Andrews Newby confirmed that samples were taken when test pits were dug 22.12.12 and results showed no ground contamination. Andrews Newby would provide a certificate to the planning officer.
2. The structure of the ground is quite loose and there is a change in structure in the location of the proposed new pavilion. Andrews Newby advised that they were considering a steel structure for the main hall and meeting room to sit on piles.
3. The permeability of the ground is not good. Andrews Newby suggested a large shallow soakaway in the car park area.
4. Andrews Newby & FEBO Designs confirmed that the next stage was to work together with the CDM coordinator to agree a solution. LPC to notify Andrews Newby & FEBO Designs when CDM & PM appointments had been made.

## Project Manager & CDM Appointment

Cllr Budden provided members with a written summary and recommendations (Att 1).

Members agreed to recommend to Council 18.02.13 the appointment of Ray Dudman Associates for CDM services. Cllr Budden to draft motion.

Members agreed to recommend to Council 18.02.13 the appointment of Holloway Squire as Project Manager. Cllr Budden to draft motion.

## Update on Planning Application

Cllr Logan advised that the application would not be called in by SDNP. To date, two letters of support and no objections had been received. Public consultation would end 21 February and the target decision date was 14.03.13. The planning officer's opinion was that all previous issues had been addressed.

Cllr Thomas advised members that FEBO Designs would write the full specification and Holloway Squire would write a schedule for tender purposes. Cllr Thomas confirmed that FEBO Designs would not be instructed to complete the building regulations until planning permission was secured.

## Arrangements for Instant Wit 02.03.13

The following roles were agreed:

K Budden – compere

L Mann & D Bowery – bar

D Scarlett – sound & lighting

E Thomas – door sales

B Mayo – greet acts

Cllr Mayo agreed to distribute flyers before the event.

Any other Business

Demolition services – A Mann said that a sales enquiry had been received from a demolition company. Members agreed to keep this and similar enquiries on file until required.

Asbestos – A Mann circulated an advice note provided by J Starling.

Scouts agreement – A Mann said that a response from the Scouts had raised several questions for consideration. Members agreed that Cllr Budden, Cllr Mayo & Cllr Caines should agree a response.

Next Meeting

To be confirmed.

# West Liss Pavilion Project

Development Advisory Group – Minutes of Meeting 24<sup>th</sup> April 2013, 9.30am

## Present

LPC: Cllr Budden (Chair), Cllr Linsley, Cllr Mayo, Cllr Payne, Cllr Thomas.  
Other: John Starling  
Clerk: A Mann  
Apologies: None

## To consider any co-options to the Development Advisory Committee

Members agreed to remove Graham Baker from the members list and unanimously agreed to add John Starling as a non-voting member.

## Project Update

Cllr Budden confirmed that planning approval was secured and explained that it was still necessary to submit an application to the Planning Inspectorate to seek approval for building on a registered village green. Cllr Budden summarised the planning conditions and the following conditions were discussed in more detail:

- Construction materials – members understood that samples of materials would need to be provided and there may be a cost associated with their approval.
- Landscape Assessment - FEBO Designs would prepare a Landscape Assessment.
- Access – members understood that it would be necessary to commence car park construction before the building in order to comply with condition 4.
- Drainage – J Starling updated members on the findings from a recent CCTV drain survey. AM confirmed that the report had been forwarded to FEBO Designs and was not aware of any further LPC action at this stage.
- Possible contamination – J Starling read a response from Liss Area Historical Society concluding that they were unaware of a forge previously on the site. J Starling to draft response letter to EHDC and JS/AM to ask for a copy of the map referred to by EHDC's Environmental Officer.

Asbestos Survey – members concluded that LPC were waiting for Ray Dudman to respond with asbestos testing companies & quotes. Members agreed to recommend the best quote received. AM to notify Scouts that a survey would be carried out and obtain keys for access to both buildings.

Update from Review Team – members reviewed the project meeting notes of 11.04.13 and agreed the following:

- Structural Solution – AM to ask FEBO Designs to clarify statement “walls of cavity masonry construction”.
- M&E Installation – members agreed that Cllr Thomas should prepare a briefing document to be presented to the WLADG for comment. Once approved, the document should be forward to FEBO Designs via Holloway Squire Partnerships.

Tender Process – members reviewed documents provided by J Starling and discussed documents which should be included in the tender pack to protect LPC as a local authority. Cllr Budden/AM to also check LPC Standing Orders in preparation for the tendering process.

## Fundraising Update

Cllr Thomas briefed members on critical timing of one potential large funder and concluded that the time was right to start completing an expression of interest. Cllr Thomas/Cllr Budden/AM to prepare expression of interest and investigate eligibility criteria of a second large funder.

Members agreed that the project was progressed far enough to approach local businesses. Cllr Thomas/AM to action.

Members agreed to meet Go For Grants to obtain an understanding of the service they provide. Cllr Budden to arrange meeting. Cllr Budden also provided brief details on the Radio Solent charity give-away and said that it would be necessary to refer this idea to a pavilion user group.

Raffle – members were pleased with the prizes received to date and Cllr Thomas updated members on several outstanding enquiries. Cllr Budden confirmed that the draw would take place on Liss Village Day 08.06.13 but Councillors would be asked to sell tickets to family & friends beforehand. AM to order tickets urgently.

Hog the Limelight – Cllr Thomas said that he had attended a recent showcase and identified several acts to be considered.

Literary Tea – Cllr Mayo confirmed that he was still hopeful this event could be organized and said that J Mayo would contact council members to progress the idea.

#### Scouts – to review documents & consider response to Scouts

Members reviewed LPC's letter to 1<sup>st</sup> Liss Scouts 24.01.13, their response letter 05.02.13 and subsequent advice from Harveys Solicitors. Each 1<sup>st</sup> Liss Scouts request point was discussed, however, members concluded that LPC were not in a position to make any recommendations until further legal information promised by Harveys Solicitors had been provided. Cllr Budden/AM to draft response to 1<sup>st</sup> Liss Scouts explaining that negotiations would need to be put on hold until full legal advice had been received.

#### Next Meeting

It was agreed that the next meeting should take place at the beginning of June, after the Holloway Squire meeting at the end of May.

# West Liss Pavilion Project

Development Advisory Group – Minutes of Meeting 11<sup>th</sup> July 2013, 10.30am

## Present

LPC: Cllr Budden (Chair), Cllr Linsley, Cllr Payne, Cllr Thomas.  
Other: John Starling  
Clerk: A Mann  
Apologies: Cllr Mayo, Cllr Waller

## Mechanical and Electrical (M&E) Services

Cllr Thomas briefed members on communication with Re-energise and explained LPC's role in the process. After discussion, members agreed to a recommendation to instruct FEBO Designs to include M&E services as a design & install element in the main contract and LPC should provide a list of client requirements.

Cllr Thomas presented a draft list of requirements and several revisions were agreed. Cllr Thomas to discuss the draft list with FEBO Designs & prepare formal letter for Clerk to process.

## Next Meeting

To be confirmed.

# West Liss Pavilion Project

Approval Meeting 2<sup>nd</sup> September 2013, 10pm

## Present

Cllr Budden  
Cllr Mayo  
Cllr Thomas

Clerk: A Mann

## Civils Engineering

Members agreed to appoint Andrews Newby Partnership for surface water drainage design in the value of £950 & external works design in the value of £850.