



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE  
NEXT MEETING ON 21<sup>st</sup> JANUARY 2016**

**A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT  
COMMITTEE WAS HELD ON THURSDAY 19<sup>TH</sup> NOVEMBER AT 7.30PM IN  
THE CANADA ROOM AT THE LIPHOOK MILLENNIUM CENTRE,  
ONTARIO WAY, LIPHOOK.**

## MINUTES

### **PRESENT:**

Cllr J Ives – Chairman  
Cllr M Croucher  
Cllr J Poole  
Cllr E Trotter  
Cllr S Hooper  
Cllr D Jerrard  
Mrs K Feeney – Liphook Millennium Centre Officer (LMCO)

1 member of the press present.  
6 members of the public were present.

### **73/15 CHAIRPERSON'S ANNOUNCEMENTS**

No announcements.

### **74/15 APOLOGIES FOR ABSENCE**

No apologies received.

### **75/15 DECLARATION OF INTERESTS**

No interests were declared.

### **76/15 MINUTES OF THE MEETING**

To approve the minutes of the meeting held on 17<sup>th</sup> September 2015. Additional paragraph relating to VAT to be added. LMCO to action.

Proposed Cllr Ives, Seconded Cllr Trotter, unanimously approved.

**77/15 MATTERS ARISING FROM THE MEETING**

51/15 Cllr Trotter advised that the weeds had been resprayed. Benches had started to be sanded in preparation for painting.

**78/15 PUBLIC PARTICIPATION SESSION**

Members of the press were present.

There were no questions with respect to items not on the agenda.  
There were no questions with respect to items on the agenda.

**79/15 REPORT ON ACTIVITY AT THE MILLENNIUM CENTRE**

New lighting in corridors together with additional plug socket in the Main Hall had been fitted. New cabinet to house all audio equipment is soon to be installed.

LMCO outlined recent events and forthcoming bookings. The roller skating event had been hugely successful so a monthly roller disco has been organised. Christmas wreath making course being held on 4<sup>th</sup> December. Diary very busy between now and Christmas with many additional business meeting bookings. Ticket sales for Food and Film night have been good and Elf is being shown on 20<sup>th</sup> December.

**80/15 STAFFING UPDATE**

Cllr Ives reported that Caroline Lennox had been employed for 18 hours per week as additional cover for Rosemary Lawrence's maternity leave. The additional person will allow more flexibility for staff for covering weekends and evening events.

**81/15 WILLOWS UPDATE**

Cllr Ives outlined the request from the Willows Nursery School to continue using the Canada Room, at a reduced rate, until the end of the academic year (July 2016) and their additional request to continue using the LMC on a yearly basis.

Cllr Ives explained that there were three issues for the committee to resolve.

1. Extend the low rate rental period that was agreed at the August Extraordinary meeting of the LMC Committee. This was then set at £31.74 per day.
2. Extend The Willows use to July 2016 and then on a yearly basis.
3. To consider the suggested rate of £54.00 per day.

1. Extend the low rate rental period

Cllr Ives reminded Councillors that in August they agreed to allow The Willows use of the Canada Room up until December 2015. The Willows had to wait until Ofsted carried out an inspection of the premises and, due to the time taken to get this done, they were unable to open until 19<sup>th</sup> October, some weeks after the start of term.

Cllr Ives proposed that The Willows low rate rental period be extended until February half term (12<sup>th</sup> February 2016) at a rate of £31.74 which is the same rate they were paying at the pavilion building.  
Proposed Cllr. Ives. Seconded Cllr. Trotter. All in favour

2. Extend The Willows use to July 2016 and then on a yearly basis

Cllr Ives read the following statement:

The Willows have said in their report that they have been unable to seek alternative accommodation in the village. They are requesting continued use of the Canada Room for this academic year and for this to be renewed on an annual basis.

The Canada Room is our most popular room and we have a number of regular users and business users who wish to use the facility. The staff have reported that having the pre-school here is having a fairly major impact on their ability to keep other users happy and they are having to turn away some potential bookings.

This committee should be mindful of the fact that this is a community facility and we should seek to meet the needs of the whole community in any decision that we make that involves a long term use of one of the rooms. Of course, having a regular booking is very attractive as it brings in regular income, however, we must weigh this against the issues this is causing.

- The LMC is supported by the community through the precept. What this actually means is that the hire charges – our income – do not cover the costs of running the facility and therefore a subsidy has to be given by the parish council – through the taxpayer – every year. Paying a reduced charge means the taxpayer is subsidising a private business. The Willows benefits a very small number of taxpayers.
- The Canada Room is in much demand and to dedicate it for use mostly for the pre-school deprives other local people of the opportunity to use it during the day.
- The LMC was not built to provide a children's pre-school on a long term basis and facilities are not ideal. For example, if we have a planning enquiry taking place in the main hall and we have children back and forwards to the toilets where they have to cross the foyer is not ideal. We also have to consider that children will inevitably make a fair bit of noise, for example a child may be upset at being separated from their parent and may cry fairly loudly. Whilst I am very sympathetic to this, the environment here is not conducive to resolving this without disturbing other users.
- Since I have chaired this committee we have taken the view that decisions we make should be, as far as is possible, to the benefit of all users, particularly community users. Other users have already begun to question why we have given The Willows a much bigger discount than they are receiving, and this may undermine the viability of the centre.
- The staff are having to turn away other bookings. For example, we have received an approach from the blood transfusion service to use the main hall. We have had to turn it down as they cannot use the service when there are children present. This would have been both a fantastic community service to have here, but also bring in income at the full business rate.
- Plans to possibly relocate the Haskell Centre to the LMC may require modification of accommodation and possible closure of the LMC for a period of time.

- Storage could be an issue as we develop the space. We already have very limited storage here and The Willows are currently being given free storage facilities.
- Any continued use should NOT impact current regular users and our staff would have to work with The Willows (as they have done so far) to allow these other events to continue. For example, the U3A are a regular and valued customer and they should not be impacted by continued use by the pre-school.

Cllr Ives explained that she and Cllr Kirby had been actively searching for alternative permanent accommodation for a permanent nursery site which had included approaching the Scouts & Guides to see if their facilities might be suitable.

Cllr Croucher reiterated that The Willows is a private business and as such the Parish Council should not subsidise them in the long term.

A discussion on the use of the Scout Hall followed. Cllr Hooper is keen to set up a meeting between The Willows, The Scouts and The Parish Council to discuss in more detail whether The Willows using the Scout Hall is viable. Jackie Finlayson added that the response to date had not been positive but The Willows were happy to continue the discussion with the Scouts.

Cllr Croucher, Cllr Kirby and Cllr Ives had met the Scouts & Guides committee recently and it had become clear that there was a query with the lease which could potentially be overcome but there were other practical and timing issues with the use of this facility that the Scouts & Guides committee had raised which would make it difficult for them to house a nursery school.

Cllr Jerrard added that the LMC was not built with a nursery provision planned and as such it is not ideal. He felt that sourcing a new building on land within the village was still the best option but as yet no land has been found. Cllr Ives and Cllr Kirby have also been looking at land options. Jackie Finlayson reminded the meeting that it can take Ofsted up to 26 weeks to approve a building so time is very critical in all of the discussions. She also informed the meeting that they had lost the grant they had been promised for building works to the Beacon and they now can't afford to fund a new building.

Cllr Ives outlined the discount that The Willows are currently receiving. The usual hire rate for The Canada Room (with children's event discount) was £115.20 per day. The Willows are currently paying £31.74.

The Committee is aware of the complexities of finding alternative premises and the need for the Willows to be able to offer continued nursery provision to its existing cohort and are very sympathetic to their situation. The committee discussed the feasibility of allowing The Willows to use the Canada Room until July 2016 to enable them to do this.

Cllr Ives proposed that the committee extend the temporary arrangement until July 2015 which will allow The Willows 10 months to seek alternative accommodation for September 2016, Cllr Poole seconded and all were in favour.

The council would continue to support the pre-school in seeking suitable alternative accommodation and Cllr Ives put out a plea to any local landowners that had a suitable site or any landlords of suitable premises to come forward if they could help.

3. To consider the suggested rate of £54 per day.

Cllr Ives informed the committee that the listed rates for 8 hours per day in the Canada Room is £18 per hour equating to £144 per day. A discount of 20% for children's events would apply which would bring it down to £115.20.

The main kitchen would usually cost £15 per hour, and storage charges are £10 per month for a cupboard. Both of these items are currently being given for free. Currently The Willows use the large storage cupboard in the Canada Room plus they have an area for their fencing and a room upstairs for their larger equipment.

There is also the issue of VAT – being introduced in April 2016 - and The Willows would be liable for VAT, unless they can obtain a certificate from HMRC showing that they can be zero rated.

Cllr Ives recommended that, as VAT will only apply to one terms worth of fees, that the council should absorb the cost. In material terms this is a very small amount.

The Willows have provided this committee with a set of figures based on the number of children they currently have on role which is 9. 9 children do not bring in a vast income and they clearly cannot meet even the discounted rates.

The committee felt it was important to support the pre-school through these next few months and could allow them a larger discount for the rest of their tenure.

I would like to propose that, after February half term, we charge The Willows £54 inclusive of VAT per day for the duration of their tenure ie up until July 2016.

Based on the figures provided by The Willows, Cllr Ives proposed a daily hire rate of £54 (inclusive of VAT) for the duration of their tenure, up until the end of term July 2016. A £20 per month storage charge would be made but free use of the main kitchen would be given.

Cllr. Trotter seconded, all in favour.

Further work on finding a suitable piece of land/building within the village will continue. Cllr Ives added that she realised it was an extremely difficult situation and further meetings will take place to see if any other ideas can be progressed.

## **82/15 REQUEST OF USE OF MILLENNIUM CENTRE FROM LIPHOOK ACADEMY OF DANCE.**

Cllr Ives outlined the request for use of the Centre for two weekends in May 2016. Historically the Liphook Academy of Dance have received a substantial discount (£1,300 fee). Rebecca Paris informed the meeting that the show was non-profit making and involved up to 100 Liphook children and brought over 400 people into the centre over two weekends. Cllr Croucher advised Rebecca Paris that the parish council could not afford to sustain such heavy discounting and full fees would apply in future. Cllr Ives explained how the LMC had honoured the previous discount structure in 2015 as a goodwill gesture but because of the situation with subsidising local businesses and in fairness to other users a revised fee would need to be charged in 2016. The figure of £1475.00 + VAT (£1769.00) was agreed as the fee for 2016 but full rates would be charged in 2017.

### **83/15 LIPHOOK ARTISAN MARKET**

The Artisan Market requested continued use of the Main Hall at a rate of £150.00 (standard charge would be £168.00) The LMCO explained that the market only uses the hall for approximately 6 hours and as such this results in a discount of just £18.00. It was agreed that the Market was still an excellent event to hold at the LMC. Cllr Ives proposed continued use at the previous rate of £150 per market. Cllr Hooper seconded, all in favour.

### **84/15 HALL FLOORING**

The Main Hall floor will be refurbished and not replaced. Quotes to complete the work will be provided at the meeting on 21<sup>st</sup> January 2016 for consideration. It is hoped the work will be carried out in April 2016.

### **85/15 AMPHITHEATRE**

Cllr Hooper has met with Ian Russell (structural engineer) regarding the subsidence in the amphitheatre. There are potentially two aspects, bad workmanship and the ground not being prepared well. Cllr Hooper is to approach Sainsbury's to see if they will assist financially in repairing the area. Cllr Hooper has also met with a local landscaper to see what modifications can be made to make this area more attractive and a more functional space.

### **86/15 VAT UPDATE**

Cllr Ives explained that VAT will be applicable on hire charges from April 2016 as the council has decided to 'opt to tax' in order to release funds to effect repairs to the LMC.

Business users, who are registered for VAT, will be charged VAT on any bookings after 1<sup>st</sup> April. They will be able to reclaim their VAT.

For the next financial year, community users won't be charged VAT but there are some potential exceptions to this. Basically, any user who is currently being given the 15% community discount would have their VAT charges included in their hire rates (meaning no increase in fees); but any of those users who can get a certificate from HMRC showing that they should be zero rated (and our understanding is that this would apply to charities) would need to get one otherwise we are likely to have to charge VAT.

This committee will need to make decisions on those business users who are not registered for VAT – ie the smaller users like Zumba classes – and for parties, weddings etc.

All of these decisions will be made once our Executive Officer has carried out his investigations and sought the relevant advice. It is likely that we will be able to see the results of those investigations in January and be able to make firm decisions at that meeting.

Meeting ended at 9.05pm

Chairman

Date