



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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A MEETING OF THE HERITAGE CENTRE WORKING PARTY TOOK PLACE AT 8.00PM IN THE LIPHOOK MILLENNIUM HALL ON TUESDAY 25th August 2009

MINUTES

Present were- Dr M Croucher (Chairman), Dr J Tough, Mr P Jordan. (Councillors). Ms J Marr & Mr Adrian Bird (Bramshott & Liphook Preservation Society)

31/09 Chairman's Announcements.

There were none

32/09 Apologies for Absence.

Ms J Marr & Mr T Rudgard (Bramshott & Liphook Preservation Society)

33/09 Minutes of the Meeting- 8th May 2009

The minutes were agreed.

34/09 Matters arising from the 8th May 2009

None

35/09 Declaration of Interest.

The Chairman referred Members to the requirement of declaration. No interests were declared.

36/09 Reports

Grant Funding/administration: -

Biffa grant application -£35,000

Mr Adrian Bird informed the meeting that the grant application was proceeding well. A number of actions were required to be taken to further the process.

Decision. Mr Adrian Bird will take the following action:-

- Finalise the requirements of ENTRUST.
- Obtain a letter of support from the Parish Council, as landowners, confirming there support for the project.
- Provide as far as is possible at this stage a project timetable.

- When able to, provide confirmation of success regarding the matching fund application to EHDC.

Community Initiative Fund grant application. £10,000

After delay in gaining Parish Council support this was now with EHDC for processing through the Community Forum for consideration.

Decision. Cllr John Tough to check if process of submission satisfactory.

HCC Developed Grant Application . £1,000

After a delay of a few months this will now be considered for application approval at September Parish Council meeting. Cllr Croucher referred to a press cutting which reported that the County Council will be continuing this scheme and that Cllr S James will have a pot of £10,000 available for granting to projects in his area.

Project Management/Planning: -

Mr Adrian Bird presented a paper titled “Procurement Management” (see attached)

It was agreed by the Working Party that any required proposal made to the Parish Council for taking the project forward, once financing was confirmed, would be for a core team of Mr Bird and the Clerk Mr Groves to form the core group for issuing tenders and then, together with the successful applicant as “project manager”, taking the establishment of the physical Heritage Centre through to completion. Should a Parish Councillor be required to support the group and be a “bridge” to the council then this should be either Cllr Croucher or Jordan to ensure continuity with the Working Party’s work.

Decision:- The Working Party supported the proposed “Procurement Management” paper. Mr Adrian Bird to discuss the content with the Clerk, Mr Groves.

At the request of Mr Groves Mr Adrian Bird will prepare a project timetable based on assumptions regarding confirmation of funding.

Costings and Estimates

The costing estimates submitted with grant applications include the cost of VAT at 15%. Due to the delays in obtaining funding VAT rate might be higher at the time of carrying out and paying for the work.

There remains uncertainty as to whether or not VAT will be payable on all the work. Whilst the advice given by a HMRC officer concerning the possibility of re-claim was helpful it was considered that the concept of grants with “no strings attached” needed to be understood more fully as the grant from B&LPC to the Parish Council, ex Biffa, may well apply.

Decision. Cllr Jordan to request that the Clerk seek guidance on the criteria applied so that suitable argumentation could be prepared.-

Agreement Drafting/ Consultation.

Cllr Tough presented a Draft Agreement – “Use of Liphook Millennium Hall Centre Facilities”.

This was discussed in considerable detail and proposed amendments considered and made. Cllr Tough was thanked for presenting a well considered document which closely adhered to the policy agreed by the Parish Council.

Decision;- Cllr Tough to incorporate the amendments agreed and then discuss the revised draft with the Parish Clerk. Should any further amendments be made these are to be referred to Mr Adrian Bird who on behalf of the B&LPS will comment. The final agreement should be submitted to the Liphook Millenium Hall Management Committee for approval and then, if required, to the Parish Council.

37/09 Next Meeting

The next meeting will be on: - To be arranged

CONCLUSION – confirmed at the meeting held on

Signed Chairman