



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THE PARISH OFFICE
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A MEETING OF THE HERITAGE CENTRE WORKING PARTY TOOK PLACE AT 8.00PM IN THE LIPHOOK MILLENNIUM HALL, ONTARIO WAY, LIPHOOK, ON WEDNESDAY 12 March 2008

MINUTES

PRESENT WERE: Mr M Croucher (Chairman), Mr P Jordan (Parish Councillors). Mr A Bird, Mr I Baker (Bramshott and Liphook Preservation Society) and Mr N Atherden. (Community Member)

17/08 CHAIRMAN'S ANNOUNCEMENTS

Members were reminded of the emergency exits and to switch off mobile phones.

18/08 APOLOGIES FOR ABSENCE

Mr D Murray (Councillor), Mr A Rudgard (Community member)

19/08 MINUTES OF THE MEETING – 13 February 2008

The minutes were agreed.

20/08 MATTERS ARISING FROM THE MINUTES — 13 February 2008

No matters arising other than those already included on the agenda.

21/08 DECLARATIONS OF INTEREST

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

22/08 REPORTS

Grant Funding/Administration.

Heritage Lottery Fund

A meeting has been held with Mr Russell Clever (Fund Development Manager, HCC) on 20th February. Those attending were Cllrs Croucher & Jordan , Mr T Rudgard and Mr I Baker.

Mr Clever had explained that there was no need to submit a Pre Application (although this was now completed and ready to send). Other key issues were that, as the HLF would not fund “building work to improve a building” it was essential to determine what was “building completion cost” and what was “adaptation”. Having visited the intended area he advised: -

- cost of cladding and installation to top floor walls, slopping roofbuilding cost
- cost of installing toiletsbuilding cost
- cost of inserting further skylightsbuilding costs

- creating room spacebuilding conversion / adaptation
- installing “flexible learning space”building conversion / adaptation
- installing of fixtures and fittings.building conversion / adaptation

He also advised that the checklist under Q37 was very important and often overlooked.

-“your acquisition or collection management plan-if your project involves buying land or objects or both” Although possibly not applicable in to our project given that grant money is not being used in this way, it is none the less helpful to been seen to have a clear policy on regarding acceptance of material into the archive.

-“your education policy”- yes this is needed as we make strong play on this point. Can we get evidence from schools, colleges or societies which corroborates this?

-“your access policy and any research carried out to support your project”. Yes important at this gives strength to the intended use and community benefit.

-“your environmental policy”- not important

-“your equal opportunity policy “ –not important.

-“your conservation management plan or conservation statement”. This is very important. This needs to be couched as an outsider looking in. It should sum-up the benefits of the Heritage Centre. We should consider obtaining the written objective opinion of an “outsider”. The management plan should address what is needed to sustain for the future the collective memory of the area.

Clarification on Child Protect Policy requirements remains outstanding. This is a requirement of certain of the funding grants.

Community Initiative Fund- no further progress made.

Possible grants from Biffa, Sita, and Veolia had all been examined extensively by Tony Rudgard. However it is likely that the project falls fractionally beyond the distance from landfill stipulated.

The Working Party wishes to have clarity as to the earmarked reserves and budget set 2008/2009 for this project. There is also consideration of monies remaining from the funding monies received from Sainsbury for the Millennium Hall.

The need for additional input from the Bramshott and Liphook Preservation Society was discussed. The Heritage Application was a demanding statement and could not be done in the same way as the Pre Application had been. Adrian Bird undertook to consider the possibilities of help.

Decisions:

Parish Council funding to be discussed with Tony Groves P J

Adrian Bird to consider the Child Protection Policy issue AB

Draft Heritage Lottery Application to be prepared for discussion with PJ
Russell Clever

Costings and Estimates.

To complete the Heritage Lottery Fund a more detailed costing analysis is required so that a clear distinction can be drawn between “Building” and “Adaptation”

Decision:

Adrian Bird will provide the more detailed costing and where necessary seek clarification from Russell Clever.

Equipment.

A listing of equipment was provided with a total cost (inc VAT) of £11,865. This is considered to be the majority of needs but further items might be added.

Decision: Adrian Bird and Ian Baker will continue to revise the list

Project Management/Planning.

The current project funding potential is seen as

	Building	Adaptation	Equipment	Total
HLF		29	6	35
Community Initiative	15		-	15
Parish council	5	-	-	5
Preservation Society	-	4	8	12
Developers Contribution	15	3	-	18
County Councillor		1	-	1
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	35	37	14	86
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A letter to local societies and groups has been issued and responses received. These will be scheduled and considered at the next meeting. Follow-up actions will be decided. It is fully understood that this is not a “free for all” regarding depositing of archival material; there will be careful selection and monitoring of space available

Agreement Drafting/Consultation

On going and awaiting Cllr Murray’s report on Millennium Hall requirements.

Fundraising.

A small income continues to flow in form postcards and pictures. £38.

Decision: Cllr Jordan to request a copy of the Income and Expenditure for accounting period 2007/08 together with a balance of funds statement to date.

PJ

23/08 PRESENTATION TO PARISH COUNCIL

The Parish Council must be updated as a priority. Councillors are keen to be briefed on the projects progress and to be appraised of the key issues, particularly as concerns the application for grants and the specifications to be met to access such grants. This is particularly important with regard to the distinction between the Heritage Centre side of the floor and the option for provision of two additional meeting rooms in conclusion of Phase II of the building.

Decision. Cllr Croucher to complete and present as soon as possible. MC

24/08 NEXT MEETING

The next meeting will be on Wednesday 9 April at 8.00pm in the Millennium Centre.

CONCLUSION - Confirmed at the meeting held on 9 April 2008.

Signed

Chairman