



# 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 THURSDAY 8<sup>th</sup> May 2009**

## MINUTES

**Present were-** Dr M Croucher (Chairman), Dr J Tough, Mr P Jordan. (Councillors). Mr T Rudgard, Ms J Marr and Mr Ian Baker (Bramshott & Liphook Preservation Society)

### **22/09 Chairman's Announcements.**

There were none

### **23/09 Apologies for Absence.**

Mr A Bird (Bramshott & Liphook Preservation Society)

### **24/09 Minutes of the Meeting- 17<sup>th</sup> March 2009**

The minutes were agreed.

### **25/09 Matters arising from the 17<sup>th</sup> March 2009**

Cllr Tough referred to the issue of whether or not a Child Protection Policy was required.

Whilst it has been established that for the purpose of the Heritage Centre a policy was required and in the name of Bramshott & Liphook Preservation Society Cllr Tough considered that the Parish Council should also register a policy.

Ms Marr raised the issue of CRB checking. The meeting, following some discussion, considered that this was a Preservation Society concern.

**Decision** The Preservation Society to investigate the requirement of CRB registration for its volunteer staff that may well be required to assist minors.

### **26/09 Declaration of Interest.**

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

### **27/09 Reports**

Grant Funding/administration: -

Cllr Croucher reported that the Biffa grant application had been submitted.

Cllr Jordan reported that his draft EHDC Community Initiative Grant Fund had been reviewed with Liz Panton and amended with the help of her experience. Only the final cost figures and Appendixes were required.

**Decision** The working Party approved the application and agreed that Cllr Tough would progress the application through Parish Council procedures. It is hoped that the Council clearance of the application be made as expeditiously as possible, so that it can be submitted to EHDC, by the end of May.

Cllr Jordan informed the meeting that Liz Panton had drawn his attention to two further EHDC grant opportunities. Community Project Fund (one-off Project Costs) and Community Project Fund (Annual Ongoing Expenditure). Given the purpose of these grants it was agreed that any application should be made by Bramshott & Liphook Preservation Society.

**Decision.** Cllr Jordan to pass the application forms to Mr A Bird

Cllr Croucher has made the application to Cllr S James concerning his discretionary County Councillors grant fund. A reply to his latest letter to Cllr S James is still awaited.

### **Project Management/Planning: -**

Mr Rudgard drew the meetings attention to the possible need for adjusting the floor level near the upstairs lift entrance. This would concern the requirement of providing corridor linkage between the lift and Heritage Centre. It was explained that the provision of this corridor was not the exclusive need and consequential on the establishment of the Heritage centre but was understood to be an existing requirement to satisfy the fire exit from the Scout and Guide area.

**Decision** Mr A Bird's attention would be drawn to this matter

An application for the outstanding building regulations and planning permission were being made via Mr Bird's office, in conjunction with the Parish Clerk.

### **Costings and Estimates**

There has been no change other than the VAT rate reducing to 15%, provided the work is carried out before the rate increases. Whether or not VAT is payable remains an open question and we are advised by the Parish Clerk cannot be advised whether or not all or sum of this is recoverable, until quotes are obtained. All grant application has been made inclusion of VAT.

### **Agreement Drafting/ Consultation.**

Cllr Croucher reported that the basic principle of "Partnership" between the Parish Council and Bramshott & Liphook Preservation Society was approved at the Council Meeting of 30<sup>th</sup> March.

Work was currently in hand to determine the consequential revenue cost increases to the Parish Council of having the Heritage Centre located in the Millennium Hall. The initial review suggest that the utilities cost would be some £500. Other possible costs implications are currently being investigated.

**Decision.** Cllr Jordan to finalise these figures and provide to the Working Party Members and the Parish Office.

### **Fund Raising**

Monies received from the sales of post cards, calendars etc by B&LPS were now being paid directly into their account and not into the Parish Office held fund.

**Decision.** B&LPS are to take steps to formally windup the fund and receive payment from the Parish Office for the funds held on its behalf, after the initial seed funding by the PC is returned to the PC if this is thought appropriate by the Parish Councillors.

### **30/09 Next Meeting**

The next meeting will be on: - To be arranged

**CONCLUSION** – confirmed at the meeting held on

Signed chairman