



BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

**Mr A S R GROVES
CLERK**

Tel: 01428 722988

Fax: 01428 727335

email: council@bramshottandliphook-pc.gov.uk

**THE PARISH OFFICE
HASKELL CENTRE
MIDHURST ROAD
LIPHOOK
HAMPSHIRE GU30 7TN**

A MEETING OF THE HERITAGE CENTRE WORKING PARTY TOOK PLACE AT 8.00PM IN THE MILLENNIUM HALL, ONTARIO WAY, LIPHOOK ON TUESDAY 17th MARCH 2009

MINUTES

PRESENT WERE: Mr M Croucher (Chairman), Mr P Jordan, (Councillors), Mr A Bird, Mr I Baker (Bramshott and Liphook Preservation Society)

09/09 CHAIRMAN'S ANNOUNCEMENTS

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

10/09 APOLOGIES FOR ABSENCE

Cllr J Tough, Mr T Rudgard and Ms J Marr (Bramshott and Liphook Preservation Society)

11/09 MINUTES OF THE MEETING – 24th February 2009

Approved

12/09 MATTERS ARISING FROM THE MINUTES —24th February 2009

The Chairman is required to sign past meetings minutes (76/08)

An action by Cllr J Tough to seek clarification from the Clerk on the question of whether or not the Parish Council has a child Protection policy remains outstanding.

13/09 DECLARATIONS OF INTEREST

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

14/09 REPORTS

Grant Funding/Administration.

Biffa Grant (was £17,000 now £35,000 application) (In name of Bramshott & Liphook Preservation Society)

Adrian Bird presented the draft application form. It is intended that the draft be available in final form by 4th April.

Decision: Adrian Bird will provide the Parish Clerk with a copy of the application. Although in the name of the B&LPS it is considered sensible to ensure no aspects are included which might give rise to future concerns. The Clerk will also be requested to provide Parish Councilors with a copy

EHDC Community Initiative Fund (aspiration £15,000) (In name of Parish Council)

Councilor Jordan reported that the application was prepared in draft subject to final financial figures and guidance from Liz Panton (EHDC) on some aspects of the information required.

It was noted that uncertainty remains as to whether the Parish Council has a Child Protection Policy. If not held it is thought by the meeting that EHDC could provide the necessary documented policy for consideration and adoption by the Parish Council.

Decision. Cllr P Jordan will have the draft application reviewed by Liz Panton.

County Councilors Devolved Budget (aspiration £1000 2008/2009)

Cllr M Croucher reported that an application had been submitted. This was completed in a rush due to an unexpected submission deadline being triggered by CC election timetable. The Clerk was provided with a copy.

Costings and Estimates.

Nothing to report

Equipment.

Nothing to report

Project Management/Planning.

Decision. Cllr Croucher to present a motion at the next Parish Council Meeting requesting that instructions be issued to gain planning permission for venlux windows and Building Regulation approval for the upper floor corridor.

Adrian Bird presented plans for the corridor space between the lift and intended Heritage Centre rooms (see attached) The design is largely determined by the EHDC Building Control Regulations for “protected” escape routes. (see attached). This also ensures that Exist requirement as an escape route from the Scout/Guide area is satisfied.

Cllr Croucher to present the plans to the Millennium Hall Management Committee at its next meeting as part of the requested regular agenda item slot.

Agreement Drafting- for Parish Council and Preservation Society

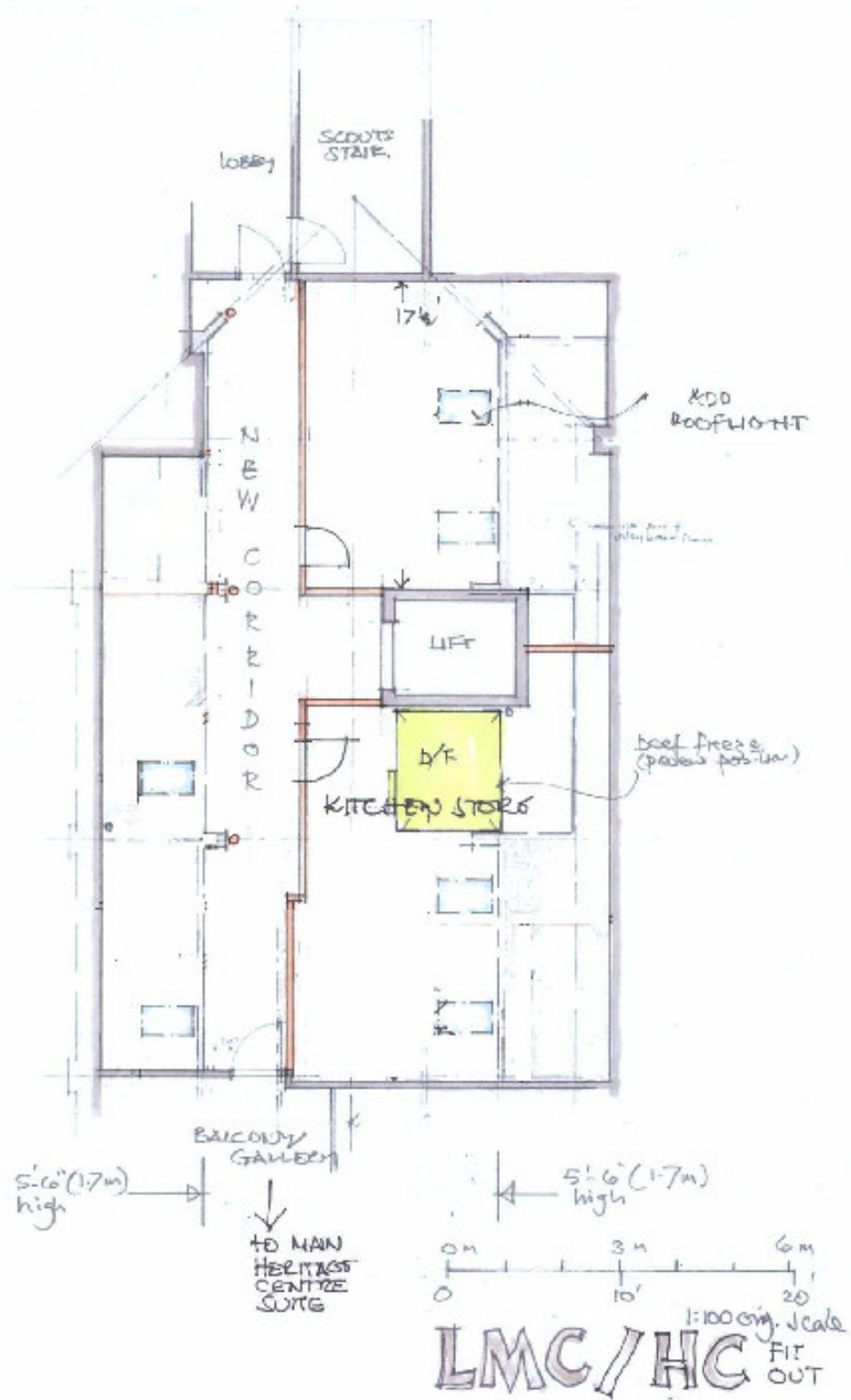
The draft “mission statement” prepared by Cllr J Tough has been presented to the Millennium Hall Management Committee. They requested that it be referred to as “Proposals for the setting up and operation of the Heritage Centre” (see attached).

Decision. Cllr Croucher to raise a motion at the next Parish Council Meeting requesting that they agree the “proposal” and instruct the clerk to draw up an agreement between the Parish Council and Bramshott & Liphook Preservation Society concerning the operation of the Heritage Centre in line with the “proposals”

15/09 NEXT MEETING

CONCLUSION - Confirmed at the meeting held on 17th March

Signed Chairman



Proposals for the setting up and operation of the Heritage Centre

1. The Parish Council will provide accommodation for the Heritage Centre, on the first floor of the Millennium Centre above the Canada Room, Kitchens and Police Office, and service and maintain it. There will be no charge for this to the Heritage Centre or Bramshott and Liphook Preservation Society.
2. The Preservation Society will provide the Collection to be housed in the Heritage Centre and maintain it together with all necessary equipment and furniture. There will be no charge for this to the Heritage Centre or the Parish Council.
3. The Preservation Society will train people to display, maintain, record, store and preserve the collection including archives and artefacts.
4. The Preservation Society will provide people to staff the Heritage Centre when it is open to the public at no charge to the Heritage Centre or the Parish Council.
5. The Preservation Society will provide an outreach service from the Heritage Centre, with displays and presentations of local interest, which will be available to local schools, societies and groups. Advice will be given to groups on how to conserve their own heritage.
6. The Heritage Centre will be available to the County Museum Service and County Records Office as an Outreach Centre for small displays and presentations of local interest.
7. The Heritage Centre can be opened to the public when the Millennium Centre is open and the Heritage Centre staffed. Opening times would normally be limited to 10am to 4pm on weekdays and at other times by arrangement.
8. Public access to the Heritage Centre will be via the Millennium Centre Foyer. The main stairs and the lift will be available for the public to reach the Heritage Centre. Heritage Centre staff and their visitors will be able to access the Heritage Centre via the rear entrance and staircase. [This needs some consideration because of access to the rest of the building, which might be closed and alarmed].
9. Meeting Rooms in the Millennium Centre, by prior approval of the Millennium Hall Management Committee, can be made available at no charge for events and activities of a public nature. Hiring by Bramshott & Liphook Preservation Society will be on normal terms and conditions.
10. The day-to-day management of the Heritage Centre Agreement between the Parish Council and Bramshott & Liphook Preservation Society will be through the Liphook Millennium Hall Management Committee.