



**Minutes of the Meeting of
CHURCH CROOKHAM PARISH COUNCIL
FACILITIES COMMITTEE**

Date and Time: Monday 9th September 2014 – 8.00pm
Place: The Willis Hall, Sandy Lane, Church Crookham

Present:

Councillors: Pat Lowe (PL), Nick Harris (NH), Gill Chatfield(GC); Helen Butler(HB)

Also: Jayne Hawkins (JH) Clerk
There were no members of the public present.

62/14 Apologies for Absence

There were apologies for absence from Cllrs Chettle, Scott, Newbiggin and Jackson.

63/14 To agree minutes of Facilities Committee meeting held on the 11th August 2014

The minutes of the previous meeting were approved as a true record of the meeting.

64/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations

65/14 Declarations of Interest

Cllrs. Chatfield declared an interest in agenda items 74 and 75.

66/14 Chairman's announcements

The Chairman made the following announcements:

- Hightrees play area - works to footpath and swales to be completed in September.
- Fence repairs at five a side - £570 to repair fence and £245 to replace all clips.
Approved by clerk on health and safety reasons, checked with Chair and Vice Chair.
Fence work completed on 8th September 2014. Clerk will order new style clips and get fitted asap.
- Planting of trees in Parish – email received from J. Radley 20th August.
- Letter from cyclist about access to MoD land was received and circulated – response sent by Clerk 19th Aug.
- Email received from Athletics club regarding applying for lottery funding to help with funding facilities that they would like to see at Crookham Park. Looking for agreement to a long lease or for the Parish Council to make the application.
- Rhino mulch in play park completed.

67/14 Public session – This is an opportunity for members of the public to bring matters relating to the Crookham Park Committee to the attention of the committee.

There were no members of the public present.

68/14 Community Centre Update

Report circulated:

- Policy documents – Cllr. Gill Scott has drafted a number of policy documents after studying documents supplied from Acre and documents being used by other community centres. These have been circulated for comment. The clerk will start work on a business plan in September and liaise with members of the community centre committee.
- Site clearance and ground investigation – the site has been cleared and



Mildren have carried out their site investigation, results were due in by the 5th September – clerk to update when data has been analysed.

- Land transfer – the community centre site land transfer was completed on 1st September. All S106 funds have been received apart from the indexation this is being chased.
- A letter of intent has been revised and issued to Mildren.
- A schedule of modifications has been prepared. This identifies the tender sum and how Rund got to a Contract Sum. This still needs to be finalised before the contract can be drawn up.
- Rund have met with Mildren and reviewed their list of ‘open issues’ that require a resolution. These are in the process of being resolved.
- Rund have requested that Mildren liaise direct with TW regarding issues that are still outstanding. A meeting took place between Mildren and Taylor Wimpey on Friday 5th September.
 - Broad band and telecoms - Mildren will liaise with GTC (See the Light)
 - Water SEW - Mildren have asked for contact details from TW, the MOD supply is still live and adjacent to the site (belongs to TW) and could be used as a temporary supply until a permanent supply is available Feb/Mar.
 - Electricity - Mildren will organise a temporary building supply from the service road and will talk to GTC.
 - Foul water - will go to pipe that runs just outside entrance to Community Centre.
 - Surface water - to run to ditch between Community Centre and sports field. A discussion took place about pipework between edge of CC land and ditch and who should pay. Current boundary is just the Community Centre site but TW says that this is not TW responsibility as the ditch will be on PC land and therefore CCPC responsibility. This may be resolved between TW and Mildren as both parties are going to consult drainage drawings and land contours.
 - Tree protection - TW are not providing tree protection. Mildren has a quote from CBA trees and are likely to use them for the monitoring work.
- Information in relation to planning conditions has been submitted to the HDC. Daryl Phillips is on leave until the 8th September. Rund and Mildren are awaiting further feedback and confirmation. Rund are keen to get approval of the bricks so that they can be ordered. The planning officer has verbally confirmed the selection of bricks provided but Mildren will need to wait for formal confirmation.
- Mildren have commenced the resolution of Building Regulation items.
- Rund and Mildren are suggesting that they delay the start date to the 6th October 2014. This will enable the TW items to be resolved and the design to progress once the ground investigation information is available. Mildren are preparing a revised programme.
- The grant request to Rushmoor Borough Council for £10 K towards the cost of the solar panels was not successful.



69/14 Community Centre Policy Documents

To receive draft policy documents for review

Draft documents had been circulated for review, comments had been received. It was agreed that the Clerk and Gill Scott will review comments and complete terms and the conditions of hire and the business plan for a working party meeting in October

70/14 Community Centre Budget

To receive an update on the community centre budget and available funds.

Spreadsheet to be circulated.

A spreadsheet was circulated with updated costs. Contract sum with Mildren agreed at £1,125,686.31

71/14 Letter to TAG

To decide whether to send a letter to TAG regarding the grant request made to the Farnborough Airport Community Environment Fund.

A draft letter was circulated. It was reported that Cllr. Scott and Jackson have both said they would prefer the council to go back to Rushmoor before contacting TAG and to ask for clarification and assistance with identifying suitable projects.

It was **resolved** to that the letter should be sent to TAG with an additional sentence offering that Councillor Harris would be available to meet with representatives from TAG if they would like more information or would like to discuss the letter further. **PL/GC all in favour**

72/14 Community Art location

To discuss possible sites for the public art to be placed

- **Indicative site shown on plans**
- **Lap site**
- **Formal open space close to orchard**
- **Two pieces of art either end of site**

A plan was circulated showing all the potential sites where land will be owned by the parish council. A document written by Cllr. Scott was circulated.

No Decisions were made but the overall view was that the piece of Gurkha related art would be appropriate if placed close to but not inside the Gurkha orchard.

73/14 Community Art subjects and artists

To discuss possible artists, subjects and quotes for public art.

Draft report circulated and photographs from the Sculpture Park at Churt.

Councillor Lowe gave an overview of what they had seen at the sculpture park and reported that she was looking at artists that cover military subjects. Councillor Harris said he would like to see the Gurkha related art to be sourced and installed first before other items are progressed.

Further updates to be provided at the October Facilities Committee meeting.

74/14 Allotments

To receive an update on the allotments to include minutes from the meeting of potential Tenants Association. Report circulated.

Report and budget circulated.

- Minutes of meeting with plot holders on 19th August circulated.



- Raised beds have been built on four plots.
- Grass paths are going down and should be completed by 8th September
- Numbers have been attached to plot markers and Taylor Wimpey have agreed to put them in for us
- Water is now connected.
- CCTV installation has been completed.
- Cllr Lowe and Cllr Butler will be reviewing the site on the 10th September and meeting with Taylor Wimpey on the 11th September.
- Few issues to be resolved but the site is looking very good.
- Shed storage needs to be resolved as soon as possible

The following storage ideas were discussed:

- Lockers for hire for those tenants that would like them. Cost approx. £100 suggest a rental of £20 per annum.
- PC to supply simple storage for every plot holder, trug and chain around edges of sheds to secure tools. Trug plus chain, loop and padlock £8.75 per plot, wooden batons on wall approx. £150 Total materials - £1200 plus Labour – 1 day £150.

Councillors were in favour of the Trugs and chains option for storage.

Clerk

75/14 Allotments

To discuss quotes for security locks and decide which option to order

Finance report circulated

Shed locks - 4 x Lockey 2200 Digital Door Lock with Rim Dead Bolt

Price Including Labour & Materials - £540.00 + VAT @ 20%

Site access: Access to the main site is currently via two padlocked gates and an additional delivery gate. Options for this are as follows:

Option 1 – Secure padlocks via chain to gates pro lock

Price £195 each £585 plus vat 20%

Option 2 – Magilock a magnetised keypad entry system at two gates

Price including Labour & Materials - £2,376.04 plus VAT @ 20%

Following discussion it was decided to order digital locks for the shed doors and pro locks for gates. PL/NH all in favour.

Clerk

76/14 Planting at Peter Driver Sports Ground

To receive a proposal for the car park beds at Peter Driver Sports Ground from Mind the Garden.

The total original budget was £2050, spent to date: £792.58 leaving £1257.42 to spend.

Clerk

The Clerk has asked Mind the Garden if they could lay turf on the sloped area in front of the car park and under plant with spring bulbs. This will be easy to maintain and will stop soil washing down on to road and result in less weeding. The Council also wanted the side bed to be weeded and mulched and any dead shrubs to be replaced.

Guy Clayton from Mind the Garden has just said that they would struggle to lay turf as it is a job that is a bit too specialist and big for them. We could have the funding back and get someone else to do the work. They would appreciate any smaller jobs that we could put their way.



It was decided that the clerk should request that the funding was returned to the Parish Council from Mind the Garden. The clerk will request quotes from landscape companies to lay the turf, under-plant with bulbs and weed and mulch the side bed. PL/GC all in favour.

77/14 Budget items 2015 2016

To receive quotes for possible facilities projects 2015 - 2018

- Feedback from Saltex – Cllr. Butler reported that they had picked up some useful brochures that were with the Sports and Rec Admin Assistant and that they attended a useful seminar on European standards for play equipment.
- Budget quotes have been requested for a footpath at Azalea Park and a memorial plaque for Lynwood.

78/14 Litter Pickers

To consider sending a letter to the litter pickers that look after Peter Driver and Azalea Park to thank them for the excellent work that they do in the Parish.

It was **resolved** to send a letter of thanks from the Parish Council and the public to the small team of very reliable and helpful litter pickers that work for Basingstoke and Deane who report problems to the office and attend when events are on. Members of the public had asked the clerks for their thanks to be passed on.

Clerk

79/14 Tree Planting at High Trees

To consider a request from a resident of High Trees to plant a White Cherry Tree in memory of resident who recently lost battle to cancer leaving behind a husband and two children.

Ben Connop and Nigel Phillips of TW have no objection and have confirmed that this will become Parish Council responsibility once land has been transferred to PC. Suggest that the Parish Council give permission for residents to plant a tree.

It was **resolved** that the clerk should write to the residents and inform them that the Parish Council would be happy for a tree to be planted on site but to give warning that work will be taking place to the swales and open space during September.

Clerk

80/14 Items for next agenda

- Community Centre
- Allotments
- Hightrees
- Skate Park
- Budget quotes
- Public art location and quotes
- Athletics
- Update on letter to TAG
- Update on Peter Driver planting

81/14 To agree a date for the next meeting - 13th October 2014

There being no further business, the meeting closed at 9.55pm

Signed.....

Date.....