

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

Date and Time: Monday 9th February 2015 – 8.00pm
Place: The Willis Hall, Sandy Lane, Church Crookham

Present:

Councillors: Gill Scott (GS) Chairman, Pat Lowe (PL), Nick Harris (NH), Helen Butler (HB), Richard Jackson (RJ), Richard Newbiggin (RN), Gill Chatfield (GC)

Also: Sally du Gay (SdG) deputy clerk
Andrew Ballington (CCPC)
Michael Burford (CCPC)
There were no members of the public present.

19/15 Apologies for Absence

There were no apologies for absence.

20/15 To agree minutes of Facilities Committee meeting held on the 12th January 2015.

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

21/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations

22/15 Declarations of Interest

There were no declarations of interest.

23/15 Chairman's announcements

The Chairman reported the following:

- Councillors have agreed to organise amongst themselves a walk at Crookham Park and the SANG to review the facilities and land that will transfer to the Parish Council e.g. allotments, area I, Hightrees.

24/15 Public session – This is an opportunity for members of the public to bring matters relating to the Facilities Committee to the attention of the committee.

There were no members of the public present.

25/15 Crookham Park update

To receive an update following a meeting with Taylor Wimpey on delivery of various facilities at Crookham Park. Report circulated.

A report had been circulated providing an update on the SANGS, play areas, access road to the Community Centre car park, public access to the Community Centre from May and electricity supply to the MUGA.

The clerk had requested further details from Ben Clifton and Ben Connop about technical issues with the entrance to the community centre car park road off the central square platform.

26/15 Community Centre – Pre-school lease/hire agreement and tender pack

A report had been circulated. The following was reported:

- A pre-school advert had been sent out by Shelia Hornby via their Blog. Further



information not required from the Parish Council until the end of February.

- The clerk is continuing to investigate the option to tax and hire / lease agreement with solicitor/vat advisors and will update the tender pack when further information is available. Solicitor has suggested that a licence might be the most appropriate agreement for the pre-school as it would allow for the hire fee to include utilities but would offer a longer term agreement. Solicitor cannot advise on vat and suggested that the Parish gets a second opinion on a clause to protect the PC from a charity dis-applying the option to tax by either speaking to Mark Mulberry or Derek Kemp at DCK Beavers both experienced Tax advisors that work with Parish Councils.
- A charity that intends to dis-apply the option to tax must declare that they want to do this before they make a booking. The clerk believes that this would allow a clause to be added to the hire agreement and pre-school licence and tender pack that states that any charity that wishes to dis-apply the option to tax must inform the parish council before their booking is confirmed and it should be noted that the parish council reserves the right to refuse a booking if the option to tax will be dis-applied. This needs to be checked with a vat advisor.

Clerk

27/15 Community Centre – bookings

To receive an update on expressions of interest in bookings for the Community Centre and to discuss whether bookings will be made for 1 hour slots, back to back or longer to allow for swap over between classes and to discuss whether any discounts will be available for charities booking for charitable purposes or for new classes to help establish numbers in the first couple of weeks

Report circulated containing details of people wishing to make provisional bookings.

Note: if the Parish Council accepted the bookings (22hr/week) that are pencilled into the timetable excluding the pre-school and assumed each would be for 39 weeks a year.

They would create income of £10,725 plus £2145 vat.

A discussion was held regarding:

- the possibility of discounts for new classes, dependent upon the length of booking;
- that the booking agreement states that time booked must include time to set up and clear up;
- that the booking system used should be flexible to allow bookings of differing lengths of time.

It was agreed that a decision on when to accept bookings will be brought to the March Facilities meeting.

28/15 Community Centre overflow car park

To decide whether to give Mildren the approval to include the overflow car park in the construction project. Additional expenditure of £29,411

A discussion took place about including the overflow car park in the construction budget Total agreed budget to-date: £1,264,740 with an additional £128,679 contingency. If the Parish Council agreed to the £29,411 for the overflow car park it would leave £99,268 contingency (note this includes the £25K green energy EMR).

It was suggested that the proposal should also include a means of controlling access to the overflow area e.g. removable bollards.

It was **decided** that the facilities committee will recommend to Full Council to include the overflow car park with a means of controlling access to it.

Clerk



Proposed RJ, seconded PL, all in favour.

29/15 Skate Park update

To receive an update on the skate park project

A report had been circulated.

Successful company has been informed and will start the consultation process in February. Taylor Wimpey and the police will be included in the consultation.

30/15 Public art tender update

The Chairman gave the following update

- 1) Artists informed if they have been successful or not.
- 2) Robert Hunt wanted to visit site on 3rd Feb to take photos and look at the location. Cancelled by Taylor Wimpey due to safety concerns as the ground was slippery and covered in snow. Rearranged for next week.
- 3) Poster template prepared by Chromatec, few amendments requested will then be sent to artists.
- 4) It has been suggested that the Parish Council should specify the inscription 'to commemorate and remember the Gurkhas of Church Crookham'; the clerk has asked Major Carrick for his opinion on the inscription and to confirm the name of the regiment, the emblem and the dates they were based at the barracks. The artists will then be asked to include this on the base. Response from Major Carrick with a lot of details. Gill Scott and Pat Lowe keen to keep the inscription simple and just include the emblem, a simple inscription and dates when the Gurkhas first arrived and finally left the barracks. Clerk will send information to artists when back from leave.
- 5) The Community art contribution has not yet been received and should now be subject to 15.25% indexation for 1st Quarter 2015. Total due £115,250.

Clerk

31/15 Community Centre Update

To receive an update on the community centre project

Report circulated.

- Brightspace have provided suggestions for the internal finishes and colours for the community centre. They favour a modern scheme that fits with the external features of the building with vibrant green or blue used as an accent colour. They feel that with the external features of the building making a bold statement, they would prefer for the internal areas to continue the same ethos and hence the selection of more vibrant colours where materials allow, giving a bright feeling to all areas. They feel that the use of too many varying types of wood themes would not address itself to trying to make the spaces appear bright and 'open'. Colour scheme circulated to community centre sub-committee. Sub-committee accepted scheme suggested with a query on the green for the toilet doors.
- Kitchens - the sub-committee need to choose from Howdens Burford and Greenwich ranges.
- The clerk has written to Taylor Wimpey asking them to confirm when there will be public access to the community centre.
- Highways have queried the access to the car park off the table at the top of Boyce Road, the clerk has written to Ben Clifton requesting further details and asked Matthew from Rund to follow this up with James Laver from HCC.
- RUND have asked Mildren to provide details of the car park lighting.
- Next project meeting – 16th February, 10.30am in the Gurkha room.



It was suggested that the kitchen worktops and white goods should be of a serviceable, durable quality.

It was **resolved** that the colour for the toilet doors should be sapphire blue and that the kitchen units should be from the Greenwich range.

Proposed GS, seconded PL, all in favour.

Clerk to inform Rund of kitchen and door choices.

Clerk

32/15 Allotments

To receive an update on the allotments – report circulated.

Report circulated:

- Outstanding items on snag list – hedge, pathways, rabbit fencing.
- Tenancy agreements paperwork await return from 3 tenants.
- TW's solicitor has been instructed to start transfer of land, Parish Council solicitor is aware and will progress as soon as possible when he receives information from TW's solicitor.
- Tenant's meeting took place 4th Feb – Website due to be ready for tenants by opening of site / sorting our membership to NASALG/ looking for possible funding sources for projects within the site e.g. toilets

33/15 Storage area Peter Driver

To receive quotes for the new storage area at Peter Driver and to decide whether to accept a quote and progress with the project to be funded from Peter Driver improvements earmarked reserve.

Report circulated

It was **resolved** to accept the quote from Nigel Jeffries Landscapes for £3,167.

The project will be paid for from the Peter Driver improvements Ear Marked Reserve.

Proposed RJ, seconded GC, all in favour.

Clerk to progress

Clerk

34/15 Quotes

To consider various open space quotes:

1. New brushes for boot scraper at five a side
Harrod - £95 plus vat.
2. Preservative to fences at Peter Driver and Sian Close
£652 – Winchfield Landscapes under grounds maintenance contract
3. Remove clump of brambles at Azalea Park entrance and tidy up in park £75 –
Winchfield Landscapes under grounds maintenance contract
4. Grit bins – 200litre Heavy Duty (Yellow or Green- please specify preferred choice)
No. 4 Total cost £448 (Peter Driver/ Access road to allotments/ Car park to
allotments/ Within allotments for pathways)
No. 6 Total cost £638 (as above sites plus two spare for future sites i.e.
Community Centre - 6 achieves 5% discount could be stored in Allotment shed in
meantime).
5. Pyracanthus hedge Sian Close - £300

It was **resolved** to accept quotes 2, 3, 4 (4 x green), 5 and to defer 1 to next Full



Council.
Proposed GS, seconded GC, all in favour.

Clerk to progress

Clerk

35/15 Fleet Town Colts

To receive a letter from Fleet Town Colts regarding the safe guarding of junior players and to decide if any action can be taken to address the issue.

The letter was circulated and discussed.

It was **resolved** to request quotes for an additional external door and lockable internal door to separate the two changing areas, and to contact Fleet Town Colts to find out if this an acceptable solution.

Proposed PL, seconded RJ, all in favour.

Clerk to progress

Clerk

36/15 Athletics – Crookham Park

To receive an update from the athletics club on their plans for the athletics area at Crookham Park.

Report circulated.

RJ reported that further discussions are required between the council and the athletics club and that a plan of the clubs proposals has been requested.

37/15 Items for the next agenda

- Community Centre bookings
- Pre-school tender
- SANGs management plan
- Allotments
- Plants for Peter Driver car park
- Hightrees handover
- Skate Park & Public art tenders
- Athletics Club

38/15 To agree a date for the next meeting - 9th March 2015

There being no further business, the meeting closed at 9.07pm

Signed.....

Date.....