



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

Date and Time: Monday 11th May 2015 – 8.00pm
Place: The Willis Hall, Sandy Lane, Church Crookham

Present:

Councillors: Pat Lowe (PL), Helen Butler (HB) - Chairman, Gill Chatfield (GC), Richard Jackson (RJ)

Also: Jayne Hawkins (clerk)
Michael Burford (CCPC) left at 8.25pm

79/15 Apologies for Absence

There were apologies for absence from Cllr. Scott and Cllr. Newbigin.

80/15 To agree minutes of Facilities Committee meeting held on the 13th April 2015.

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

81/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations

82/15 Declarations of Interest

There were no declarations of interest

83/15 Chairman's announcements

The Chairman reported the following:

- Public art consultation is now closed
- Friends of Azalea Park have asked if they would be able to let people bring alcohol to a picnic planned for the 21st June in Azalea Park and also if they could put football goals in the park. The clerk has referred both requests to James Hucklesby in Environmental Health.
- The clerk had received a complaint about the boot Camp in Azalea Park has been received. Most concerned about parking in the area in front of the main gate where there is a no parking sign. The clerk was asked to add parking issues in Azalea gardens to the highways spreadsheet and to continue to monitor the situation.

Clerk

84/15 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

85/15 Community Centre update

To receive an update on the Community Centre project. Report circulated.

The Chairman gave an update on the Community Centre construction project:

- Still issues with the provision of services to the site and the access road.
- Project meetings scheduled for the 18th May in the morning with Rund and with Nigel Philips in the afternoon.
- Not expecting completion of the community centre until mid-July.
- The Pre-school will need a covered area in the nursery play-ground, unfortunately the ordering of the inside to outside canopies had to be postponed following discussions with planning officers. An application for a non-material



change to the planning application will be made and if granted the canopies will then be ordered.

- The pre-school were also concerned about safeguarding issues with the railing style fencing around the playground. Councillors discussed whether they would be prepared to change to a solid wooden fence but decided they would prefer to keep the metal 8ft fence but with mesh panels up to 4ft to offer some protection to the children.
- Reception area will be set up as the office for the additional member of staff. The office will then only have three desks in which will leave room for additional storage cupboards and the floor standing printer/photocopier.
- The clerk is investigating either a Microsoft server or remote hosting would be an affordable solution to allow easier access to documents and email away from the office.
- An advert for a new member of staff will be put out towards the end of May.
- It was decided that the Patio area will be postponed until after the building is complete
- Councillors will be asking Nigel Philips if the path and the NEAP behind the Community Centre can be moved back away from the Pre-school windows.
- The clerk will organise a visit to the Hunts showroom to look at furniture for the community centre. Clerk has six sets of quotes for furniture.
- Bookings are being taken for the community centre with a start date of 1st September
- Suggest that regular bookings are taken for 12 weeks with existing customers given priority to make repeat bookings
- A discussion took place about single bookings as one lady has requested the Main Hall for a full day every 6-8 weeks. Friday is available and it was agreed to keep Fridays between 10.30am and 4pm available for one off bookings and Friday evenings. Saturday should also be kept free after 2.00pm for events and one off bookings.

**86/15 Community Centre hire agreement and lease agreement and deposit
To decide when to approve the draft lease agreement and hire agreement and agree the terms of the deposit.**

The clerk reported that the lease agreement and hire agreement still needed to be updated with a colour coded plan. It was agreed to include the following:

- o Deposit requirement for regular bookings (2 weeks)
- o Parish Council reserve the right to cancel bookings if the hall is required for elections or for a community emergency.
- o Regular Bookings will be made for 12 week terms, with existing clients given priority to re-book slots.
- o It was decided not to hire any cupboard space until the building was occupied and the available space could be better assessed.

Clerk

**87/15 Community Centre pre-school
To receive an update on the pre-school selection process and the awarding of the contract from September.**

The chairman gave the following report:

- A report written by Shelia Hornby, Hampshire County Council had been circulated regarding the process followed.
- 8 expressions of interest received initially
- Application forms received from 3 existing pre-schools
- Presentations and interviews took place on the 30th April.



- All good candidates with different strengths
- A rigorous questions and marking procedure was followed
- The candidate with the highest score was Court Moor School pre-school which was awarded the contract from 1st September 2015.
- Site and office meeting has taken place since.
- The Pre-school have raised three concerns. 1) Safeguarding in the playground. 2) Exterior cover in playground 3) Requirement for a changing mat in the pre-school toilet. Clerk is looking at whether these can be accommodated in the building project.

88/15 Community Centre – Finance

To receive an update on the Community centre finances and to decide whether to approve expenditure for additional items – report circulated.

- Inside to outside canopy - £14,224 plus footings from Mildren – agreed HB/PL all in favour
- Paving /Patio area to side budget £4,500 suggest that is left until later – agreed RJ/GC all in favour
- Small areas of paving needed at each exit awaiting quote.

The clerk was asked to request a full breakdown of extras from Rund.

Clerk

89/15 Crookham Park

To agree an agenda of items to be raised with Taylor Wimpey

An agenda was discussed and the clerk agreed to circulate a draft

Clerk

90/15 Athletics area – Crookham Park

To discuss the formal open space and recent updates from the athletics club regarding the 400m athletics track.

Cllr Jackson reported the following:

- A meeting took place with members of the athletics club on 6th May.
- Revised plans were reviewed. The Parish Council stated that they would expect the facility to be available for public use outside of athletics meetings.
- Facilities proposed were a club house, hammer cage, 2 lane practice track and 6 lane 100 meter all-weather track, high jump, long jump
- Floodlighting
- The athletics club will be seeking pre-planning advice on the floodlighting
- The athletics club would be looking for a 99 year lease agreement

91/15 Wheel Park update

To receive an update on the wheel park project.

It was reported that Maverick were working on the planning application and hoped to provide plans for submission by the end of the month.

92/15 Public art tender update

To receive an update on the public art consultation

It was reported that:

- Responses had been received from Major Carrick and circulated, some concerns raised about facial features and uniforms.
- Survey monkey had been closed on 8th May and results circulated.
- Responses from Annual Parish Meeting had been input into survey
- Cllr. Lowe and Cllr. Scott will be reviewing the results and preparing a proposal
- Decision at May PC meeting 26th May



93/15 Allotments

To receive an update on the allotments

The following was reported

- Allotments opened on 1st May 2015
- A number of initial queries are being dealt with.
- The allotment committee are concerned about toilet facilities on site, investigating possible foul sewage connection by entrance.

94/15 Hightrees

To receive an update on the open spaces at Hightrees and to decide whether the Parish Council are happy to accept the transfer of the land from Taylor Wimpey.

- Pat, Helen and Claire met on site to review area
- Raised issues with stones on some areas and some pooling of water
- Claire met with Roy Taylor from TW and has agreed some further raking and stone picking
- Suggest wait for a further report before agreeing to take the area but suggest that we ask TW to progress the transfer due to the time scales involved.

95/15 Basingbourne Park Refurbishment

To consider whether the Parish Council would be prepared to contribute to the refurbishment of Basingbourne Park, in particular to work on repairs to the pavilion.

Councillors discussed the refurbishment and whether it would be appropriate to fund a play area in another parish. It was decided that they would consider a grant request but for a specific piece of play equipment rather than refurbishment of the pavilion. As the play equipment was available to all.

Clerk

96/15 Parish Lengthsman Scheme

To receive a proposal to book the community pay back team to do further work in the parish i.e. clearing back vegetation that is over-spilling onto the pavement between Crookham Crossroads and Bourley Road.

It was agreed that the clerk should discuss the work with the community pay back team co-ordinator and ask for an estimate of the time needed.

Clerk

97/15 Recreation projects 2015 2016

To consider whether to initiate any projects to spend the Azalea Park improvement Budget of £6,000.

A number of possible projects were discussed:

- Projects suggested by Friends of Azalea Park
- Basketball net at Peter Driver

Due to the heavy workload with the Community Centre project and the skate park project it was decided to defer any further project work until a later date.

98/15 Items for the next agenda

- Community Centre update
- Hightrees handover
- Skate Park project update

99/15 To agree a date for the next meeting - 15th June 2015

There being no further business, the meeting closed at 10:15pm

Signed.....

Date.....