

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

Date and Time: Monday 13th October 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); Richard Jackson (RJ); Gill Scott (GS);

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

82/14 Apologies for Absence

There were apologies for absence from Richard Newbigin.

83/14 To agree minutes of Facilities Committee meeting held on the 8th September 2014

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

84/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations

85/14 Declarations of Interest

Cllrs Chatfield and Jackson declared an interest in agenda items 92 to 96.

86/14 Chairman's announcements

The Chairman gave the following announcements:

- Replay maintenance have completed a repair to the five a side @ £595.00
- Bulb planting – HCC have said that planting could be done at the Parish boundary signs unofficially, if official the Parish would have to enter into a cultivation licence agreement with HCC which would take some time to implement. Clerk has informed Phil Gower that bulbs could be planted at Peter Driver playing fields or Azalea Park.
- The clerk has checked with the monitoring officer at Hart and believes that Councillors who are also due to be allotment holders will have a disclosable pecuniary interest as they will be leasing land from the Parish Council. Therefore they do need to add this to their interest forms and cannot participate in discussion regarding the allotment management. The Clerk will send out the forms to be completed.
- Hightrees play area work due to start 7th October, entire area to be fenced off but access allowed to playground. Letter sent to residents by Taylor Wimpey.
- Councillor update – HALC 12th Wed 12th Nov 7pm to 9pm Whitchurch. Let the clerk know if you wish to attend. Openness regulations and external funding.

Clerk

87/14 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.

88/14 Community Centre Update

The following update was given by the Chairman

- Community Centre sub-committee meeting took place on 9th October 2014. A



quote for an extension of the pergola has been received but the committee have now asked for a full rain cover and a review of the costs.

- Rund / Mildren project meeting is scheduled for Monday 20th Oct 10.00am, Gurkha room, Harlington.
- BCIS uplift for the Community Centre contribution of £142K has been received,
- Playground area reduced – additional cost - £1400 to fence the original area and lay turf.
- Revised plans issued
- Start date for construction and ground breaking ceremony – waiting for Mildren to provide an update.
- Drainage – Mildren and Rund reviewing and will go back to Taylor Wimpey this week.
- Ground investigation - No contamination found but foundations are now being increased in size. Ground floor level of the building may be reduced. Mildren are reviewing.
- CBA have been assigned to do tree works on site
- The Parish Council has asked for Vinyl to be used for the flooring throughout
- Contract received and reviewed by the Community Centre sub Committee and Hedley's. Hedley's were happy with the content of the contract. To be signed at Pc meeting on 27th Oct. The letter of intent forms the contract until the full contract is in place.
- Pre-school meeting Shelia Hornby/Gill Scott
 - o Pre-school likely to be a charity (might be option to tax implications but unlikely as it will be a business use, Charity may struggle to pay vat.)
 - o Preschool and after school clubs unlikely to start until September
 - o Shelia Hornby has paper work in place to invite people to apply and suggest that the process starts in January 2015. For a start date Sept 2015.
 - o Outside space is important.
 - o Window height is 450 mm from floor so children will be able to see out.
 - o PC to buy tables and chairs.
 - o Sink needed in main hall of nursery – quote requested from Rund.
 - o Double gate may be needed at entrance to rear door of nursery.

Councillors will be asked to decide whether to include the extension of the nursery school fence and the turf at £1,400 in the project at the PC meeting on 27th October.

89/14 Community Centre Policy Documents

To receive draft policy documents for review

Documents circulated. It was reported that these are still working documents but figures in the business plan will be fed into the budget for 2015 2016. The clerk requested approval to send the Terms and Conditions of hire document to Menzies and then to Hedley's for the addition of a clause relating to the disapplication of the option to tax by a charity.

- Business Plan
- Terms and conditions of hire

It was **resolved** to send the terms and conditions of hire document to Menzies for the inclusion of a clause to make any charity hiring rooms in the community centre liable to compensate the Parish Council for any VAT that becomes irrecoverable due to their disapplication of the option to tax. **NH/GS all in favour.**

Clerk



It was also **resolved** to send the Terms and Conditions of hire to Hedley's for a final check once Menzies have inserted a clause. **GS/PL all in favour.**

Clerk

90/14 Community Centre name

To decide on a name for the Community Centre

The following suggestions were considered:

- Church Crookham Community Centre
- The Church Crookham Centre
- Boyce Centre
- C4 Hub

It was **resolved** to name the Community Centre the 'Church Crookham Community Centre' and to possible use C4 as a short name or logo.

91/14 Community Art Budget and location

To decide how to split the budget for public art and which sites the Parish Council would like to put public art on.

The Chairman made the following proposal
£50K (plus £10K contingency) for Gurkha Statue to be located close to the Gurkha Orchard.

£15K for art close to the school end of the site

£15K for art close to Hightrees end to site

£10-£15K contingency/maintenance/insurance

It was **resolved** to spend up to £60K on a statue of a Gurkha soldier to be located close to the Gurkha orchard. **GS/HB all in favour.**

Decisions on the remaining budget will be made once the Gurkha statue has been sourced.

92/14 Community Art subjects and artists

To discuss possible artists, subjects and quotes for public art and to approve a specification for a piece of Gurkha inspired art.

It was proposed that the following specification was sent to 4 different artists.

- A life size Gurkha soldier positioned at eye level (not on a plinth)
- In uniform with bush hat.
- Standing straight, at ease, with a friendly proud face.
- No rifle but the handle of his kukri showing.
- In a material that will give plenty of detail e.g. a metal.
- The statue would be positioned along one outside edge of the orchard, in the middle so it looks like the trees are soldiers lined up behind him.
- To be secured so it can't be removed.
- With a budget of £50K with £10K contingency.

It was **resolved** to accept the above proposal in full. **GS/HB all in favour.**

Cllr. Scott and Cllr. Lowe will forward details of the artists that they would like to approach and the clerk will issue the specification with photos of the site and guidance on the available budget.

GS/PL



Note: *Cllr. Chatfield and Cllr. Jackson remained in the room for the following items on the allotments but did not join in any discussions, make any comments or vote on any of the agenda items 93 – 97. This was due to them having a disclosable pecuniary interest in the allotments as they will be future tenants.*

93/14 Allotments

The Chairman gave the following update

- ALS has started to address the snagging list.
- Once the paths were laid it became clear that the plots sizes were quite variable and did not exactly match the three sizes as defined in the allocation policy and in the tenancy agreements Small (30sqm), Medium (60sqm), Large (125sqm). Further investigation and measuring of all plots revealed quite a wide variation. Some plots were quite a bit bigger and some smaller. It is recommended that a decision is made to charge all the plots on a sq. metre basis of 50p per sq. m. Plots with existing raised beds will be charged at £20 per plot.
- A letter has been prepared to inform residents of the change to the charging structure and the details of their actual plot size and rent due. A revised tenancy agreement and revised rules and regulations will be issued with the letter with a request for the revised tenancy agreements to be returned within 3 weeks. Changes to rent vary between -£5 and +£11.
- 113 plots have been allocated and it is recommended that the Parish Council suspend the allocation of the remaining 9 plots until after the 1st week in November to give time to resolve any issues raised by tenants.
- Grass paths have not been laid between all plots and it is recommended that individual plots are demarked with simple wooded pegs at a cost of £223.20. This was the cheapest option considered and will allow plot holders to decide for themselves how they wish to mark out their borders e.g. string, scaffold planks, gravel paths, plants etc.
- Items still to be provided include:
 - Storage bays in sheds –£425.00
 - Notice board: approx. £500
 - Tap locks: £65
 - Badges for tenant association committee members and stewards (10) £70.00
 - Set of numbered discs for bays in sheds: £70.80
 - Site sign: similar to the signs recently purchased for Peter Driver Sports Ground and Azalea Park: £516.63 (suggest wait until phone number for new parish office is confirmed)
 - Pegs to demark plots: £223.20
 - Allotment set up costs:
Budget: £8,000
Total cost of additional items above: £1870.63
Total Cost to date: £6,795.27
Total expenditure: £8,595.90
- A brief update was issued to tenant's week beginning 7th October with a request to keep the 8th November free for a meeting to establish the Tenants Association Committee.



94/14 Allotments

To decide whether to change the basis for the rental charge from the plot type (standard, small or starter) to 50p per sq. metre per annum and to charge the existing 4 plots with raised beds at £20 per plot per annum.

It was **resolved** to accept the proposal to charge all plots at 50p per sq. metre per annum and to charge the existing 4 plots with raised beds at £20 per plot per annum. **PL/GS all in favour.**

95/14 Allotments

To receive a draft letter for approval to be issued to allotment tenants to notify them of the rental change if agreed under agenda item 93/14 above.

A draft letter was circulated that gave information of the plot size issue together with reasons for deciding to change the charging method of 50p per sq. m. It summarises the impact for each individual plot.

It was **resolved** to issue the letter to plot holders. HB/GS all in favour.

Clerk

96/14 Allotments

To decide whether to suspend the allocation of the 9 remaining allotment plots until 1st week of November when any issues have been resolved and these 9 plots will then be allocated as per the Allocation policy.

The chairman reported that the first allocation tranche took place on May 10th at the allotment meeting. The second tranche commenced August 6th. 9 plots remain and these have not been offered to people on the waiting list yet (there are enough on list 1 & 2 to fill the remaining plots) A proposal was made to suspend further offers until tenants have been notified of the changes to the rents as this will give the Parish Council the option to swap some plots if tenants have concerns about their plot size and charges.

It was **resolved** to accept the proposal to suspend the allocation of further plots until after the tenants are notified of the changes to the charging and the variation in the size of plots and any issues raised have been addressed.

Clerk

The Clerk was asked to thank Claire Inglis and Sally du Gay for all their work on the allotment set-up.

Clerk

97/14 To receive a proposal to mark out the individual plots with small wooden stakes at a cost of £223.20

It was proposed that the appropriate number of wooden peg markers (2,4 or 6) will be set out to divide each large area into the correct number of plots and the straight line between the two plots will be the division. Tenants will be encouraged to decide amongst themselves how they formalise the separation between the plots. The admin officer had looked at other options such as scaffold boards but these were too expensive for the budget available.

It was proposed that the setting out of individual plots with markers is carried out by parish council staff so that they can be carefully checked and recorded. It was recommended that Steve Detmar is asked to assist with the knocking in of the stakes @£150 per day.

It was **resolved** to accept the above proposal. HB/PL all in favour.

Clerk

It was also **resolved** to approve the purchase of the following items for the setting up of the allotments:

- Storage bays in sheds :£425.00
- Notice board: approx. :£500.00
- Tap locks: £65.00
- Badges for tenant association committee members and stewards (10) £70.00
- Set of numbered discs for bays in sheds: £70.80
- Pegs to demark plots: £223.20

Clerk

Purchase of a site sign will be delayed until the telephone numbers for the new community centre are confirmed.

98/14 Hampshire Country side access Plan survey response

To decide whether to respond to the survey on the country side access plan.

It was **resolved** that Cllr Jackson would review the information and prepare a response to the survey.

RJ

99/14 Skate Park update

To receive an update on the skate park project.

The following plan was proposed:

- Budget for quotes £80K plus £20K contingency.
- Companies will be invited to submit quotes and drawings
- Public consultation and survey monkey survey to go in December newsletter
- Planning permission to be submitted by end of financial year March 2015
- £65K funding available, remaining to be budgeted and set aside via ear marked reserves in next three years. Grants will also be applied for (Hart DC S106 Leisure, Farnborough Airport Environment fund, Fleet Lions etc).

Quotes to be gathered as soon as possible.

Clerk

100/14 Budget items 2015 2016

To receive quotes for possible facilities projects to be included in the 2015 – 2018 budgets

- Memorial plaque - Brushed stainless steel £170, acid etched brass £211
- Footpath Azalea
 - Route A - £17,860 or £19,975
 - Route B - £31,200 or £39,150
- Discount for both paths
- Renew top coat footpath Lynwood - £1630.00
- Basket Ball hoop and surface Peter Driver (4mx5m) - £3,280 vitaplay, £3490
- Gym equipment - £20K – £33K depending on size. Possibility for lottery funding for £10K project.
- Skate Park - £100K (£80K plus £20K contingency)
- Allotment benches – Recycled plastic Green Barnes - £250 each
- Peter Driver changing rooms – based on previous quotes £40K (£20K per changing room but £25K in ear marked reserves.)
- Bins for open space at Crookham Park – Street Master (Flint Bins) £338 each budget £800 per annum for 3 years for 6 bins.
- New play equipment Parks: Budget £7k per year for 3 years.



- Parish events: £1000 year 1, £600 year 2 and year 3 (To cover community centre opening, street snooker event etc.)
- Table Tennis tables: Ranging from £1500 - £3,745 suggest budget for £3,000

Clerk

It was **resolved** to put all of the above items forward for consideration in the budget discussions.

101/14 Grant requests

To consider whether to submit grant requests for the following projects:

- **Skate board project: submit a grant request to Rushmoor Borough Council and a grant request to Fleet Lions for contributions towards a Skate Park at Crookham Park.**
- **Awards for all: £3K - £10K Table tennis tables, Gym equipment**

It was resolved to wait until next year when we have more staff and have planning permission in place. The clerk was asked to write to Fleet Lions and ask if they would consider supporting a skate park project in Church Crookham **GS/NH all in favour.**

Clerk

102/14 Polling Stations

To decide whether the Parish Council would support a proposal from Councillor Jenny Radley to move the polling station for Quetta Park and Crookham Park to the new Community Centre once it is built.

It was **resolved** to request that the polling station is moved from Quetta Park to the Crookham Park Community Centre from 2016. **PL/GC all in favour** the clerk was asked to inform Councillor Radley.

Clerk

103/14 Athletics update

Councillor Jackson gave the following update:

- Meeting agreed for 22nd October at 8pm Gurkha Room. RJ/NH/PL to attend with clerk.
- Clerk has asked chairman for an update on their plans, not yet received
- Lease agreement – long term lease requested to allow club to apply for lottery funding. Terms of the grant application imply that a lease must be exclusive and be in place when the grant is submitted.

104/14 Athletics Lease Agreement

To decide whether to request legal advice on a lease agreement for the athletics area before meeting with the athletics club on the 22nd October to address some of the restrictions imposed by the Big Lottery grant requirements.

Cllr Jackson reported the following:

- A long term lease was previously discussed at PC meeting September minute 215/14. It was **resolved** that the Parish Council agreed in principle to granting a long term lease to the Athletics club subject to the clarification of the terms and conditions and confirmation of what evidence is required by the lottery funding organisations to show that a long term lease would be granted.
- The athletics club wish to apply for an inspired facilities grant and require a lease agreement to be prepared.
- It is now proposed that some advice is taken from the solicitor regarding the inspired facilities grant requirements for exclusive use prior to the



meeting with the Athletics club on the 22nd October.

- It is also proposed that after the meeting that the lease agreement is drawn up by our solicitor as the Athletics club would have to supply a full copy of the lease with the application.

It was resolved that the clerk should request some advice from the solicitor regarding the security of tenure requirements of the inspired facilities application process. **RJ/NH all in favour.**

105/14 Items for the next agenda

- Community Centre
- Allotments
- Public Art
- Hightrees handover
- Skate Park
- Newsletter
- Fleet Town Council improvements at Basingbourne Park.
- Athletics Club

106/14 To agree a date for the next meeting - 10th November 2014

There being no further business, the meeting closed at 9.35pm

Signed.....

Date.....