



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

**Date and Time:** Monday 14<sup>th</sup> July 2014 – 8.00pm  
**Place:** The Willis Hall, Sandy Lane, Church Crookham

**Present:**

**Councillors:** Pat Lowe (PL), Gill Scott (PL) - Chairman, Richard Jackson (RJ), Nick Harris (NH), Colin Chettle (CC)

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

**19/14 Apologies for Absence**

There were apologies for absence from Gill Chatfield.

**20/14 To agree minutes of Facilities Committee meeting held on the 9<sup>th</sup> June**

The minutes of the previous meetings were approved as true records of the meetings.

**21/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.**

There were no requests for dispensations

**22/14 Declarations of Interest**

Cllr Jackson and Cllr Newbiggin declared an interest in items 35 – 38 as they will be allotment tenants.

**23/14 Chairman's announcements**

- Road near to the Peter Driver entrance flooded in recent storm, Hampshire County Council jetted the drains on 8<sup>th</sup> July. It seemed to unblock the drains but they will continue to monitor.
- Clerk has asked Rolly Skelton to cut back overhanging trees and bushes on Aldershot Road from Tesco roundabout 100 metres towards Foresters.
- Memorial Bench installed at Sian Close on 8<sup>th</sup> July.
- Bins for park and car park have been delivered, installation to be organised
- Two dead branches at Azalea Park have been removed from Scott's pine trees at the entrance - £284. Dangerous and overhanging a garden, permission received from Hart District Council and work completed.
- Insurance claim received from gentleman who damaged his camper van on the barrier at Peter Driver, this is being handled by the Parish Councils insurance company.

**24/14 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.

**25/14 Community Centre Update**

The following update was given by the Chairman

- Acknowledgement of the option to tax on the Community Centre site received from HMRC on 10<sup>th</sup> July 2014.
- Bore hole contamination results should be available in a few weeks



- Trial pits will be progressed with TW once the bird nesting season is over.
- Services – the clerk has requested a meeting with Ben Connop and Nigel Philips from Taylor Wimpey.
- Taylor Wimpey has initiated the process to transfer the Community Centre contribution which is expected before the end of this month. TWs solicitor has contacted the parish solicitor to progress the land transfer.
- Application made to join the Community Centre Advice Service. The clerk will request advice notices once application is complete.

Clerk

#### 26/14 Community Centre excluded items

To receive a proposal from the Community Centre sub-committee regarding prioritisation of items that have been excluded from the current tender.

A spreadsheet was circulated. It was reported that the community centre subcommittee met on the 10<sup>th</sup> July to look at the items that have been excluded from the tender and have circulated a proposal for items that should be put back into the project and funded from the additional S106 funding from the 100 houses.

Since the meeting on the 10<sup>th</sup> July the following information had been provided by Rund.

- Hearing loops are already included in the tender in the meeting room, reception and main hall.
- Insulation: Estimated impact based on average usage figures.  
High level thermal insulation – estimate of Gas and Electricity costs: £3120 pa  
Lower level of thermal insulation – estimate of Gas/Electric costs: £3,384 pa  
The saving of including the higher level of insulation is estimated to be £264 per annum. The cost of the higher level of insulation is £15,907. This would be a 60 year pay back if we use the estimated costs.

Clerk

#### Sub Committee Proposal:

It is suggested that:

- o Priority 1 items totalling £17,843 are put back into the project by the end of August – decision needed at July PC meeting.
- o Priority 2 items totalling £33,911 plus the shelter extension are reviewed in October.
- o Priority 3 items totalling £2,300 are reviewed and included if and as required.
- o Priority 4 items totalling £22,360 are removed from the requirements and project.

It was **resolved** to take the inclusion of priority 1 items into the project in August and the removal of the priority 4 items to full council for approval on 28<sup>th</sup> July.

Clerk

The clerk was asked to ask Rund for a price for extending the shelter over the playgroup area and for the inclusion of acoustic board to improve acoustics in the main hall and the entrance hall.

Clerk

#### 27/14 Option to tax update

**To receive an update on the option to tax from Menzies.**

The Chairman reported that the acknowledgement of the Option to Tax from HMRC had been received. The Parish Council can now reclaim all vat on the construction of the Community Centre.



With regard to inserting a clause in the lease agreement Menzies suggest that the Parish Council prepare a draft agreement and then let them see it to add a clause regarding protection for disapplication of the option to tax by a charity.

Action: Clerk and Cllr. Scott to prepare a draft hire agreement for review and comment in September.

Clerk

**28/14 Play inspection report**

**To receive the annual play inspection report – Azalea Park and Five a side**

It was reported that the report had been circulated to Councillors.

Clerk

**29/14 Play inspection report actions**

**To decide whether to take action to address the following issues raised as medium risk in the annual safety inspection report. Report circulated.**

The following actions were agreed:

Azalea Park:

- Fire Engine steering wheels will be replaced; this is in progress, already agreed by PC.
- A frame climber finger entrapment, remove entrapment – Admin assistant to review and speak to Miracle.
- It was agreed to cover the bare soil under fireman's pole and under spinning bowl with Rhino mulch. Quote: £892.80. However Councillors will review park during safety inspection before placing order in case any other areas should be included.
- It was agreed to lay paving slabs in front of all benches at Azalea Park and Peter Driver.
- Winchfield Landscapes will be asked to tighten all loose fittings.
- Self closing gate to be adjusted. This is in progress.

Five a side:

- Five a side burns on pitch – melted rubber will be removed, if necessary a new patch can be installed.
- Ensure five a side gate can open freely – Will ask Winchfield Landscapes to action.
- Bare earth in front of benches at street snooker pitch – Agreed to lay paving slabs.

Clerk

**30/14 Hightrees Play area**

**To receive information from HDC planning regarding plans to reduce the height of the Swales and response from Taylor Wimpey.**

It was reported that a letter from HDC planning had been circulated. Taylor Wimpey had requested that they proceed with the planning application. Waiting an update from Taylor Wimpey.

With regard to the play area by the school Geoff Armstrong had reported that Taylor Wimpey have no plans to move the play area by the school from its approved location.

**31/14 Street Snooker Challenge**

**To agree what will be provided for entertainment and refreshments at the Street Snooker Challenge event on the 24<sup>th</sup> July.**

It was **resolved** to organise the following:

- Order 12 large Pizza from Hawkeye to be delivered to site at 12.30pm £102
- Buy few bottles of water and fruit shoots – £20.00, some left over from the Quetta park litter pick.
- Space hoppers and hoola hoops



- Gazebo, tables
- Ice-cream van – ask if they will call at the site
- Aldershot Town Football Coaches and Mascot.

It was **resolved** to approve expenditure of £125.00

### **32/14 Lights Out Ceremony**

To decide whether the facilities committee would support covering the costs of putting on the Lights out event on 4<sup>th</sup> August, 10pm to 11pm: To include: tea lights, equipment donation Fleet Lions, Donation to Fleet First Response. Estimated cost £120.

An update was provided on the schedule for the evening and health and safety measures being put in place.

It was **resolved** that the facilities committee supported the Parish Council covering the cost of the lights out ceremony up to £400.

**Clerk**

### **33/14 Community Art**

**To consider asking Hart District Council if the Gurkha Art could be placed on Parish Council owned land by the Gurkha Orchard rather than at the site identified by the local centre.**

It was **resolved** that the clerk should ask HDC and TW whether it would be possible to put the Gurkha statue on PC owned land by the Gurkha Orchard.

**Clerk**

Gill Scott and Pat Lowe will carry out research over the summer.

### **34/14 Grounds Maintenance Contract**

**To decide whether the Parish Council want to go out to tender on the main grounds maintenance contract this year or to extend the existing contract for 1 more year.**

It was reported that the existing contract comes up at the end of September 2014. The clerk suggested that the Council should go out to tender in 6 months to 1 year during 2015 when more of the Crookham Park land and playgrounds had been transferred.

It was **resolved** to extend the existing grounds maintenance contract by 1 year and to prepare tender documents for a new contract starting in September 2015.

**Clerk**

### **35/14 Allotments**

**To receive an update on the allotments**

The following was reported.

- Electricity. MPAN provided by Taylor Wimpey, electricity supply through HCC - price offer £10.915 per month and 9.0859p per unit. Can move to preferred PWP option from 1/10/15. Once accepted the meter installation can proceed. Taylor Wimpey electrician will attend installation.
- Grounds maintenance contractor informed that he has contract.
- Claire has tried to contact the schools and MoD regarding the maintenance of the allotment plots.
- MoD – is not keen to get involved in managing the plots, happy to advertise but wants the contract to be between the plot holder and the Parish council. 1 large plot will not be held back for the MoD.
- Final warning will be issued to 3 allotment applicants that haven't returned their deposit and contracts. If no response by end of July the plots will be reallocated and they will be removed from the waiting list.



**36/14 Allotments charges for schools**

**To decide whether the schools will be charged the standard rate of £60 per annum for their full size allotment plots and have to pay the deposit of £50.**

It was **resolved** that the schools should be charged the standard rates for their plots together with the deposit. If schools would like to change to a smaller plot this would be accommodated. 3 in favour 2 against and 2 abstentions. Responses required by end July.

**Clerk**

**37/14 Allotments electricity supply**

**To decide whether to accept a contract for electricity supply with N-Power through HCC.**

It was reported that this will give us the option to move to the same service that we have at Peter Driver in October 2015. HCC had selected best price available.

It was **resolved** to accept the price being offered from N-Power. GS/NH all in favour.

**Clerk**

**38/14 Allotments – Compost bins**

**To decide whether to ask Nigel Jeffries to build a compound and compost bins on plot 123 for the grass cuttings to save cost of taking grass cuttings off site.**

Concern was expressed about whether grass cuttings alone would make suitable compost. A quote has not yet been received. It was **resolved** to investigate this further before making a decision.

**Clerk/PL**

**39/14 Allotments – Toilet**

**To discuss provision of toilet facilities at the allotments**

It was reported that previously the Parish Council had considered installing a port-a-loo but the cost at £1500 per annum was prohibitive. A short discussion took place about compost toilets and availability of the exterior toilet at the Community Centre.

It was **resolved** that the allotment tenants association will be asked to investigate the need for a port-a-loo on site as it would probably mean that the rent would need to increase if one was installed.

**Clerk**

**40/14 Annual Safety Inspection**

**To agree a date for the councillors annual safety inspection. Suggested dates: 2<sup>nd</sup> August, 16<sup>th</sup> August, 6<sup>th</sup> September, and 13<sup>th</sup> September to include a review of the risk assessment.**

It was **resolved** to hold the annual inspection on Tuesday 22<sup>nd</sup> July at 5.00pm.

**All**

**41/14 Budget items 2015 2016**

**To receive a list of suggested facilities projects for inclusion in the next budget and 3 year forecast and to decide which items Councillors would like to get quotes for. Report circulated.**

It was **resolved** that the clerk would gather quotes for items on the list for further consideration by the Council in September.

**Clerk**

**42/14 Items for next agenda**

- Community Centre
- Allotments
- Budget



- Street Snooker
- Skate park
- Safety walk about
- Azalea Park – play surface
- Public Art

**43/14 To agree a date for the next meeting - 11<sup>th</sup> August 2014**

**There being no further business, the meeting closed at 10.42 pm**

**Signed.....**

**Date.....**